

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING**

Trustees

John Paff
Brian Swanson
Debbie Crandell
Cristy Dawson
Bill Phillips
Kulaea Tulua, Student Rep

DATE: Thursday, December 7, 2017

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

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

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. CLOSED SESSION

A. Identify Closed Session Topics

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

- 1. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.
- 2. Public Employee Performance Evaluation [Government Code §54957]

3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
4. Consideration Of Student Discipline (1 Case: Student # 011617) (Education Code Section 48915)

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

III. **RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.
2. Public Employee Performance Evaluation [Government Code §54957]
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
4. Consideration Of Student Discipline (1 Case: Student # 011617) (Education Code Section 48915)

B. Pledge of Allegiance

IV. **ANNUAL ORGANIZATIONAL MEETING**

As required by Education Code Section 35143

A. Election of President to Serve for One-Year Period

(Note: nominations do not need a "second.")

Public comment:

B. Election of Vice-President/Clerk to Serve for One-Year Period

(Note: nominations do not need a "second.")

Public comment:

C. Determination of Dates, Time and Location of Regular Meetings

Recommendation: (Ralph Gómez Porras, Superintendent) It is recommended that the Board of Education set the 1st and 3rd Thursdays of each month as Regular Board meetings. Meetings will be held at 7:00 p.m. at District Office Board Room, or another District school site.

Public comment:

D. Approval of Resolution No. 1004 Designating Authorized Agents to Sign School Orders

Recommendation: (Ralph Gómez Porras, Superintendent; Rick Miller, Assistant Superintendent)
The Administration recommends that the Board of Education adopt Resolution No. 1004.

Move: _____ Second: _____ Roll Call Vote: _____
Paff ____ Swanson ____ Crandell ____ Dawson ____ Phillips ____

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E. Designation of Committee Representatives

Monterey County School Board Executive Committee Liaison _____

V. RECOGNITION FOR HONORED EMPLOYEES

Apple Atofau
Balena Lominario
Beth Cina
Brice Gamble
Bruce Cates
Cynthia Russell
Deborah Marchese
Dennis Rosen
Diane Cates-Pegis
Eddie Overstreet
Efren Torres
Ginny Roggeman
Greg Kelly
Irene Valdez
Jason Cota
Kathryn Yant
Kathy Hunter
Kathy Wheeler
Katie Kreeger
Katrina Powley
Kimberley Shurtz
Kirsten Stember
Larry Haggquist
Lauralea Gaona
Lauren Davis

Leslie King
Mary Quindimil
Matt Bell
Matt Kelly
Michele Knight
Nancy DaSilva
Natashia Pignatelli
Nate Welch
Nicole Bulich
Patti Odell
Rick Carter
Robert Bullas
Robin Cochran
Rodrigo Ilagan
Sarah Gordon
Sean Keller
Senen Baguio
Shane Steinbach
Shannon Mc Carty
Sheryll Hahn
Stephanie Perlstein
Susan Gaul
Sylvia Mah
Tony Molinski

VI. RECEPTION

Recess for brief reception.

VII. COMMUNICATIONS

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

VIII. 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.

IX. CONSENT AGENDA

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

	Page
A. <u>Minutes of November 9, 2017 Board Meeting</u>	9
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.	
B. <u>Certificated Assignment Order #7</u>	14
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #7.	
C. <u>Classified Assignment Order #7</u>	16
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #7.	
D. <u>Acceptance of Donations</u>	18
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.	
E. <u>Out of County or Overnight Activities</u>	19
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.	
F. <u>Warrant Schedules No. 590</u>	23
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. <u>Substitute Teacher Pay</u>	25
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.	
H. <u>2017-18 Budget Revisions #2</u>	26
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions.	

- I. Quarterly Report on Williams Uniform Complaints 35
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186(d).

Move: _____ Second: _____ Vote: _____

X. ACTION/DISCUSSION

- A. Resolution #1005 Adoption of Debt Issuance and Management Policy 37
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve by resolution, the adoption of this Debt Issuance and Management Policy.

Move: _____ Second: _____ Roll Call Vote: _____
Paff ____ Swanson ____ Crandell ____ Dawson ____ Phillips ____

- B. Resolution #1006 Refinancing of Existing General Obligation Bonds 49
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve Resolution #1006, providing for the issuance and sale of 2017 General Obligation Refunding Bonds.

Move: _____ Second: _____ Roll Call Vote: _____
Paff ____ Swanson ____ Crandell ____ Dawson ____ Phillips ____

- C. Approval of the 2017-18 First Interim Report 78
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the 2017-18 First Interim Report.

Move: _____ Second: _____ Vote: _____

- D. Board Policies, Regulations and Exhibits Updates to Complaint Procedures- First and/or Final Read 98
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve or provide feedback on the revisions to Board Policies, Regulations and Exhibits concerning Complaints, as recommended by legal counsel.

Move: _____ Second: _____ Vote: _____

- E. Pacific Grove High School Course Bulletin for the 2018-19 School Year 152
Recommendation: (Matt Bell, PG High School Principal) The Pacific Grove High School Administration recommends that the Board review and approve the Course Bulletin for Pacific Grove High School for the 2018-19 School Year.

Move: _____ Second: _____ Vote: _____

- F. 2019 US Open Championship Services Agreement 197
Recommendation: (Matt Kelly, Director of Facilities & Transportation) The District Administration recommends that the Board review and approve the services agreement between Pacific Grove Unified School District and Pebble Beach Company for the 2019 US Open Championship.

Move: _____ Second: _____ Vote: _____

G. Board Calendar/Future Meetings 206

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: _____

XI. INFORMATION/DISCUSSION

A. Future Agenda Items 209

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: _____

XII. ADJOURN

Next meeting – January 25, 2018 – Community High School

SUBJECT: Adopt Resolution No. 1004 Designating Authorized Agents to Sign School Orders

PERSON RESPONSIBLE: Ralph Gómez Porras, Superintendent;
Rick Miller, Assistant Superintendent

RECOMMENDATION:

The Administration recommends that the Board of Education adopt Resolution No. 1004 designating authorized agents to sign school orders.

BACKGROUND:

Each year, the Board must authorize the signatures needed to sign orders and draw on funds in the name of the District.

INFORMATION:

The attached Resolution will authorize Superintendent Ralph Gomez Porras and Assistant Superintendent Rick Miller to be empowered to sign all orders in the name of the District and to draw on funds of the District. The approval will enable the District to continue its normal business functions. The requested authority is noted in the job descriptions of the Superintendent and the Assistant Superintendent.

FISCAL IMPACT:

None.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1004

Resolution Designating Authorized Agent to Sign School Orders

The Board of Education of the Pacific Grove Unified School District, Monterey County
ON MOTION of member, _____, seconded by member _____, effective December 7, 2017.

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to provisions
of Education Code Section 42632 or 85232,

Ralph Gómez Porras, Superintendent, and Rick Miller, Assistant Superintendent, be
authorized and are hereby empowered to sign any and all orders in the name of said District, drawn on the
funds of said District.

IT IS FURTHER RESOLVED that these motions shall stand and that all additions and
deletions shall be submitted in writing to the County Office of Education.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School
District this 7th day of December 2017 by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the
foregoing is a full, true, and correct copy of Resolution 1004 duly passed and adopted by said Board at a
regularly called and conducted meeting held on said date.

Ralph Gómez Porras, Secretary of the Governing Board

Signatures of authorized persons:

Ralph Gómez Porras, Superintendent

Rick Miller, Assistant Superintendent

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of November 9, 2017 – Pacific Grove High School

I. OPENED BUSINESS

- A. Called to Order 7:00 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| Absent: | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Katrina Kitiyama |

C. Adopted Agenda

Changes to the agenda include two Walk-On Out of County or Overnight Activities, moved to Action/Discussion Items G and H.

MOTION Crandell/Dawson to adopt agenda as amended.

Public comment: none

Motion CARRIED 4 – 0

- D. Pledge of Allegiance Led By: Trustee Paff

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

Pacific Grove High School Principal Matt Bell introduced Counselors Kristin Paris, Margaret Rice and Michelle Weiler. Highlighting the counseling department, the work they have done in the past, the changes in services they have made and are currently making, and what to look forward to going forward in the counseling department.

Principal Bell closed by sharing how proud he is of the counseling department and hoped the Board would consider a third counselor for the high school in the near future.

The Board asked questions and discussed with counselors.

The Board each expressed their appreciation to the counselors for their dedicated work, to the teachers and staff of the Pacific Grove High School for their commitment in helping their students succeed, and thanked Principal Bell for his leadership.

III. COMMUNICATIONS

A. Written Communication

Written communication from Naval Postgraduate School regarding the Discover NPS Day. Additional public communication noting that PG City Council was considering marijuana policies.

B. Board Member Comments

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

Trustee Dawson attended the Veteran's Assembly and noted that it was touching.

Trustee Paff thanked Principal Linda Williams for his recent visit to Robert Down Elementary School.

Trustee Swanson enjoyed the Shoe Game, and thanked Principal Bell for a great post game.

C. Superintendent Report

Superintendent Porras thanked the sites for honoring Veterans. Superintendent Porras also thanked Athletic Director Todd Buller, noting his leadership and honor, including by his staff and students. Superintendent Porras also thanked the Pacific Grove High School team that has been working on WASC, noting the interesting process and that the teachers show a genuine concern for their students.

D. PGUSD Staff Comments (Non Agenda Items)

Principal Bell provided a WASC update.

Director of Education Technology Matthew Binder invited the Board to a 3D clinic at Pacific Grove Middle School event on Saturday, November 11.

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

V. CONSENT AGENDA

- A. Minutes of October 26, 2017 Board Meeting
- B. Certificated Assignment Order #6
- C. Classified Assignment Order #6
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 588 and No. 589
- G. Acceptance of Quarterly Treasurer's Report
- H. Class Rank Shown On Transcripts
- I. Staking for Forest Grove Elementary School Portable Project
- J. Staking for Robert Down Elementary School Portable Project

A Trustee asked a brief question regarding transcripts, which Principal Bell answered.

MOTION Crandell/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 4 – 0

VI. ACTION/DISCUSSION

A. Pacific Grove High School Athletic Trainer Funding

Athletic Director Todd Buller noted 90% of the high schools have some type of athletic trainer program, and asked the Board to continue funding for the position and program. Director Buller then introduced Jose Del Rios who provided the Board an update on his current duties and position. The Board asked many questions including funding, contracts, scheduling.

MOTION Crandell/Dawson to approve the Pacific Grove High School Athletic Trainer Funding.

Public comment:

Assistant Principal Sean Keller noted his personal experience watching Jose assist another team who experienced a major injury, noting Jose Del Rios is invaluable.

Motion CARRIED 4 – 0

B. Resolution No. 1003 Approval To Teach

Director of Human Resources Billie Mankey presented information to the Board, the Board discussed this item.

MOTION Swanson/Dawson to approve Resolution No. 1003 Approval to Teach.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

C. 2017-18 Declaration of Need For Fully Qualified Educators

Director of Human Resources Billie Mankey presented information to the Board, the Board discussed this item.

MOTION Crandell/Swanson to approve the 2017-18 Declaration of Need for Fully Qualified Educators.

Public comment: none

Motion CARRIED 4 – 0

D. Pacific Grove Unified School District Strategic Plan

Superintendent Porras presented this item to the Board. The Board noted that this plan had been reviewed prior to bringing for Board approval.

MOTION Dawson/Crandell to approve the Pacific Grove Unified School District Strategic Plan.

Public comment: none

Motion CARRIED 4 – 0

E. Superintendent's Goals

Superintendent Porras presented this item to the Board, noting the goals are based on the Board goals, Board recommendations and the Strategic Plan. The Board noted that this plan has been reviewed prior to bringing for Board approval. The Board also noted they are grateful to have Superintendent Porras as the District leader.

MOTION Crandell/Dawson to approve the Superintendent's Goals.

Public comment: none

Motion CARRIED 4 – 0

F. Board Calendar/Future Meetings

No action taken.

G. Walk-On Out of County or Overnight Activity- San Mateo

MOTION Dawson/Crandell to approve the Walk-On Out of County or Overnight Activity to San Mateo.

Public comment: none

Motion CARRIED 4 – 0

H. Walk-On Out of County or Overnight Activity- Japan

MOTION Crandell/Swanson to approve the Walk-On Out of County or Overnight Activity to Japan.

Public comment: none

Motion CARRIED 4 – 0

VII. INFORMATION/DISCUSSIONA. Local Control Accountability Plan Parent Survey 2016-2017

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

B. Substitute Teacher Pay

Director of Human Resources Billie Mankey presented information to the Board. The Board thanked Director Mankey for bringing this item following negotiations. The Board directed Director Mankey to bring back this item to consent on the next Board meeting.

C. Review of Special Education Contracts

Director of Student Services Clare Davies provided the Board an update on Special Education contracts.

D. Facilities Project Updates

Director of Maintenance and Operations Matt Kelly updated on the Board on current facilities projects. The Board thanked Director Kelly for the update.

E. Future Agenda Items

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

The Board added Substitute Teacher Pay on consent at the next Board meeting on December 7.

VIII. ADJOURNED

9:51 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #7

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #7.

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. 7
December 7, 2017**

ADDITIONAL TEMPORARY ASSIGNMENTS AND STIPENDS:

Amy Tulley, PGMS, Special Education Program Training, 3 days paid at the daily credentialed substitute rate effective August 2-4, 2017 only (SPED funding)

Sue Gaul, PGMS, Afterschool Intervention, EL, 1 hour, 3 days/week, paid per time sheet at the PGTA hourly instructional rate, effective November 27, 2017 through May 30, 2018 only

Becky Ohsiek, PGMS, Afterschool Intervention, Math, 1 hour, 3 days/week, paid per time sheet at the PGTA hourly instructional rate, effective December 4, 2017 through May 30, 2018 only

Brice Gamble, PGMS, Lunch Club (Games), 45 mins./week, paid per time sheet at the PGTA hourly non-instructional rate, effective November 13, 2017 through May 30, 2018 only (PTA funded)

2017-18 Pacific Grove Middle School Sports

Employee	Coaching Assignment	Stipend % or # of Sections	Funding
Greg Enterline	6th Grade Girls' Basketball	1.0 FTE	GF
Greg Marshall	7th Grade Girls' Basketball	1.0 FTE	GF
Lauralea Gaona	8th Grade Girls' Basketball	1.0 FTE	GF
Jerry Pearman	6th Grade Boys' Basketball	1.0 FTE	GF
Richard Llantero	7th Grade Boys' Basketball	1.0 FTE	GF
Brian Kiely	8th Grade Boys' Basketball	1.0 FTE	GF

SUBSTITUTE:

Becky Ohsiek
Jaime Sturgill

SUBJECT: Classified Assignment Order #7

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #7.

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. 7
December 7, 2017**

EMPLOYMENT:

Erika Kreeger, FGE, Instructional Assistant (Special Education), 5 hours per day, 5 days per week, 180 day work calendar, Range 31, Step A, effective November 6, 2017 (new position)

John Intagliata, FGE/RDE, Custodian I, 8 hours per day, 5 days per week, 12 month work calendar, Range 35, Step A, effective November 9, 2017 (new position)

TEMPORARY EMPLOYMENT:

John Nordgren, PGMS, Instructional Assistant (Music, Period 4), temporary based on enrollment, 1 hour per day, 5 days per week, Range 30, Step E, effective September 12, 2017 through June 1, 2018 only

INCREASE IN HOURS:

Diane Cates-Pegis, PGAE, Clerk III, increase in hours from 5.5 hours per day, 11.5 month work calendar to 7.5 hours per day, 11.5 month work calendar, effective January 8, 2018

TRANSFER:

Nina Prasad, Custodian I, transfer return from FGE/RDE to PGHS/CHS, 40 hrs./week/12 month work calendar, effective November 9, 2017

RETIREMENT:

Charlyce Estes, CHS, Administrative Assistant II, retires effective December 30, 2017 after 30 years of successful service with the Pacific Grove Unified School District

RESIGNATION:

Lindsey Terry, Administrative Specialist (Special Education), resigns effective November 17, 2017

SUBJECT: Acceptance of Donations

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

RECOMMENDATION:

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

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

Randall Bernett	misc. equipment/supplies valued at \$675 (correction from Nov. 9)
Texas Instruments Foundation	\$250 (Barrett classroom)

Robert H. Down Elementary School

PG Pride	\$825 (field trip)
Hobar Family	\$125 (undesignated)
Dean Family	\$125 (undesignated)

Pacific Grove Middle School

Benevity Community Impact Fund	\$787.50 (robotics)
PG Music Boosters	\$979.25 (transportation)

Pacific Grove High School

Chapman Foundation	\$15,500 (AVID)
Ohiopyle Prints, Inc.	\$ 96.84 (undesignated)

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

Chapman Foundation	\$20,000 (GATE)
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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>
December 9, 2017 Clovis High School Clovis, CA	PGHS Mock Trial Mock Trial Scrimmage	Auto	None	N/A
January 6, 2018 Templeton High School Templeton, CA	PGHS Mock Trial Mock Trial Scrimmage	Auto	None	N/A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

FAXED
45 11/17

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

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

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

RECEIVED
NOV 19 2017

Date of Activity Dec 9, 2017 Day of Activity Saturday
 Location of Activity Clans HS City Clovis, Ca County Fresno
 School PGHS Class or Club Mock Trial Grade Level/s 9-12
 School Departure Time 6 A.M. X P.M. _____
 Pickup Time from Place of Activity 6 A.M. _____ P.M. X
 Name of Employee Accompanying Students Lawrence L. Haggquist
 (please print)
 Number of Adults 6 Number of Students 20
 Description of Activity/Educational Objective Compete in the scrimmage to prepare for county competition
 List All Stops none

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

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

Cost of Activity \$ N/A + Cost of Transportation \$ N/A = Total \$ 0

Fund/s to be charged for all activity expenses () Students () Club () PG Pride () Other 0

Account Code: N/A

Requested by: [Signature] / Larry Haggquist Date 11/9
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 11/9/17

Transportation Department/District Office Use

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

Approved by Transportation Supervisor: [Signature]

Approved by Assistant Superintendent: [Signature]

Date of Board Approval December 7, 2017

RECEIVED
NOV 17 2017
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

Date 11-17-17

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

FAXED
HS 11/20

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.

RECEIVED
NOV X 9 REC'D

Date of Activity January 6, 2018 Day of Activity Saturday
Location of Activity Templeton HS City ST Templeton County San Luis Obispo
School PGHS Class or Club Monk Trial Grade Level/s 9-12
School Departure Time 6 A.M. X P.M. _____
Pickup Time from Place of Activity 6 A.M. _____ P.M. X
Name of Employee Accompanying Students [Signature]
Number of Adults 5 (please print) Number of Students 20
Description of Activity/Educational Objective compete in a scrimmage in preparation for county competition
List All Stops N/A
Means of Transportation: () School Bus () Charter X Auto* () District Van** () Walk () Air
* Board Regulation 3541.1 Requirements will be complied with when using private Autos [Signature]
(Teacher initials)

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

Cost of Activity \$ 0 + Cost of Transportation \$ 0 = Total \$ 0
Fund/s to be charged for all activity expenses () Students () Club () PG Pride () Other B
Account Code: N/A
Requested by: [Signature] / Lawrence Haggquist Date 11/9
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 11/9/17

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 December 7, 2017

RECEIVED
NOV 17 2017
Date _____
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

SUBJECT: Warrant Schedule 590

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 November 1, 2017 through November 30, 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. 590

Warrants- Payroll

NOVEMBER 2017

Certificated-	Regular 11/05/17	\$	0
	Regular 11/09/17	\$	135,063.36
	Regular 11/15/17	\$	0
	Regular 11/30/17	\$	1,473,289.23
Total Certificated		\$	<u>1,608,352.59</u>
Other-	Regular 11/05/17	\$	0
	Regular 11/09/17	\$	18,382.00
	Regular 11/15/17	\$	0
	Regular 11/30/17	\$	4,044.62
Total Other		\$	<u>22,426.62</u>
Classified-	Regular 11/05/17	\$	0
	Regular 11/09/17	\$	7,997.70
	Regular 11/15/17	\$	0
	Regular 11/30/17	\$	561,923.05
Total Classified		\$	<u>569,920.75</u>
<u>TOTAL PAYROLL</u>		\$	<u>2,200,699.96</u>

Warrants- AP

Warrants <u>12353354</u> through <u>12353361</u> (11/02/17)	\$	<u>34,983.67</u>
Warrants <u>12354161</u> through <u>12354184</u> (11/07/17)	\$	<u>55,074.26</u>
Warrants <u>12354990</u> through <u>12355026</u> (11/09/17)	\$	<u>118,596.25</u>
Warrants <u>12355775</u> through <u>12355807</u> (11/14/17)	\$	<u>43,412.86</u>
Warrants <u>12356345</u> through <u>12356407</u> (11/16/17)	\$	<u>247,924.44</u>
Warrants <u>12357515</u> through <u>12357527</u> (11/21/17)	\$	<u>5,826.99</u>
Warrants <u>12359039</u> through <u>12359057</u> (11/28/17)	\$	<u>67,692.19</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,774,210.62</u>

SUBJECT: Substitute Teacher Pay

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration recommends the Board review and approve the 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

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: 2017-18 Budget Revisions #2

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends approval of the proposed budget revisions.

BACKGROUND:

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

The recommended budget revisions are reflected in the column titled "Rev #2 Changes". The column to the left of the Proposed Changes is the current Board-approved version of the budget following the Unaudited Actual Report. The column to the right of the proposed changes will become the official budget once the Board formally approves them. A detailed list showing the reason for each budget revision is shown at the bottom of each Fund page.

INFORMATION:

The financial condition of the District remains positive with reserves in place and cash flow being met.

Budget revisions to the General Fund include:

- 1) The budget for donations has been increased due to actual donations received of \$161,000.
- 2) The revenue for the EPA (Prop 39) funding has been received over the last five years and has been placed in reserves, until this year. We are now moving \$260,000 those funds from the reserves up into expenditures and will be spending the funds during this year and next.
- 3) Due to settlement with PGTA regarding salaries, certificated salary expenditures have been increased \$106,000.
- 4) Expenditures of \$161,000 have been budgeted resulting from donations received.
- 5) A budget of \$500,000 has been set up for the portion of the Portable Project that will be paid from the General Fund.
- 6) The transfer from the General Fund into Fund 20 of \$19,426 has been eliminated.

FISCAL IMPACT:

The fiscal impact is reflected in the attached reports.

Pacific Grove Unified School District

Budget Revisions - General Fund 01

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	3,981,209	1,406,671	5,387,880	-		5,387,880			-	
Revenues										
LCFF	27,218,660	(4,663)	27,213,997	356,989	a	27,570,986			-	
Federal Revenue	678,877	(7,499)	671,378	25,448	b	696,826			-	
State Revenues	1,737,405	369,118	2,106,523	4,906	c	2,111,429			-	
Local Revenues	941,015	92,040	1,033,055	166,562	d	1,199,617			-	
Total Revenues	30,575,957	448,996	31,024,953	553,905		31,578,858	-	-	-	-
Expenditures										
Certificated Salaries	15,280,295	524,984	15,805,279	106,182	e	15,911,461			-	
Classified Salaries	5,400,439	220,711	5,621,150	22,527	f	5,643,677			-	
Benefits	5,798,117	345,779	6,143,896	32,241	g	6,176,137			-	
Books & Supplies	1,026,711	404,267	1,430,978	482,847	h	1,913,825			-	
Services	2,564,328	(34,164)	2,530,164	620,376	i	3,150,540			-	
Capital Outlay	12,529	-	12,529	-		12,529			-	
Other Outgo	258,427	83,148	341,575	-		341,575			-	
Indirect Costs	(21,672)	-	(21,672)	-		(21,672)			-	
Total Expenditure	30,319,174	1,544,725	31,863,899	1,264,173		33,128,072	-	-	-	-
Surplus (Deficit)	256,783		(838,946)			(1,549,214)		-		-
Transfers In (Out)	(58,552)	(4,893)	(63,445)	25,294	j	(38,151)			-	
Ending Fund Balance	4,179,440	306,049	4,485,489	(684,974)		3,800,515		-	-	-

Components of Ending Fund Balance										
a Revolving Cash	5,000	-	5,000	-		5,000			-	
b Restricted Balance	455,088	305,184	760,272	-		760,272			-	
c Committed		-		-					-	
d Assigned	2,808,020	(45,623)	2,762,397	(722,306)		2,040,091			-	
e Resv for Ec Unc	911,332	46,488	957,820	37,332		995,152			-	
Ending Fund Balance	4,179,440	306,049	4,485,489	(684,974)		3,800,515		-	-	-

356,989 a to increase budget due to revised EPA funding and Property Tax estimate

25,448 b to increase budget due to revised prior year Title I funding

4,906 c to increase budget due to 2nd App CAASP

166,562 d to increase budget due to donations received

106,182 e to increase budget due to final settlement with PGTA and revised payroll estimates

22,527 f to increase budget due to revised estimates for payroll

32,241 g to increase budget due to revised estimates for payroll related costs

482,847 h to increase budget due to 1) Prop 39 expenditures 2) donations received and 3) budgeting prior year carryover

620,376 i to increase budget due to 1) Portable Project, 2) expenses for Mental Health, and 3) transfers between object codes

25,294 j to decrease budget due to 1) elimination of transfer to Fund 12, and 2) reduction of transfer to Fund 13

Pacific Grove Unified School District

Budget Revisions - Adult Ed Fund 11

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	1,096,240	597,193	1,693,433			1,693,433			-	
Revenues										
LCFF	135,000	-	135,000	-		135,000			-	
Federal Revenue	34,558	-	34,558	(10,286)	a	24,272			-	
State Revenues	1,190,051	(3,463)	1,186,588	-		1,186,588			-	
Local Revenues	550,000	1,393	551,393	1,963	b	553,356			-	
Total Revenues	1,909,609	(2,070)	1,907,539	(8,323)		1,899,216	-	-	-	-
Expenditures										
Certificated Sala	618,559	11,235	629,794	3,901	c	633,695			-	
Classified Salari	313,368	104,653	418,021	(16,712)	d	401,309			-	
Benefits	228,742	34,744	263,486	42,609	e	306,095			-	
Books & Supplie	168,124	114,763	282,887	8,111	f	290,998			-	
Services	75,000	79,648	154,648	-		154,648			-	
Capital Outlay	-	-	-	-		-			-	
Other Outgo	-	-	-	-		-			-	
Indirect Costs	-	-	-	-		-			-	
Total Expenditure	1,403,793	345,043	1,748,836	37,909		1,786,745	-	-	-	-
Surplus (Deficit)	505,816		158,703			112,471		-	-	-
Transfers In (Out)	-	-	-	-		-	-	-	-	-
Ending Fund Bal	1,602,056	250,080	1,852,136	(46,232)		1,805,904		-	-	-
Components of Ending Fund Balance										
a Revolving Cash	-	-	-	-					-	
b Restricted Balances				-					-	
c Committed									-	
d Assigned		-		-					-	
e Resv for Ec Unc	1,602,056	250,080	1,852,136	(46,232)		1,805,904			-	
Ending Fund Bal	1,602,056	250,080	1,852,136	(46,232)		1,805,904		-	-	-

(10,286) **a** to decrease budget due to revised WIAO Grant

1,963 **b** to increase budget due to increase in donation revenue

3,901 **c** to increase budget due to revised estimates for Payroll

(16,712) **d** to decrease budget due to revised estimates for Payroll

42,609 **e** to increase budget due to revised estimates for Payroll related benefits

8,111 **f** to increase budget due to increase in expected expenditures

Pacific Grove Unified School District

Budget Revisions - Child Development Fund 12

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	21,696	61,588	83,284	-		83,284				
Revenues										
LCFF	-	-	-	-					-	
Federal Revenue	-	-	-	-					-	
State Revenues	98,836	705	99,541	-		99,541			-	
Local Revenues	375,000	-	375,000	57,528	a	432,528			-	
Total Revenues	473,836	705	474,541	57,528		532,069	-	-	-	-
Expenditures										
Certificated Sala	57,525	-	57,525	-		57,525			-	
Classified Salari	243,671	1,743	245,414	10,901	b	256,315			-	
Benefits	94,007	(1,359)	92,648	2,901	c	95,549			-	
Books & Supplie	15,000	1,925	16,925	1,000	d	17,925			-	
Services	2,000	8,807	10,807	3,358	e	14,165			-	
Capital Outlay	10,000	-	10,000	53,170	f	63,170			-	
Other Outgo	21,672	-	21,672	-		21,672			-	
Indirect Costs	-	-	-	-		-		-	-	
Total Expenditure	443,875	11,116	454,991	71,330		526,321	-	-	-	-
Surplus (Deficit)	29,961	(10,411)	19,550	-		5,748		-	-	-
Transfers In (Out)	-	-	-	-		-		-	-	-
Ending Fund Bal	51,657	51,177	102,834	(13,802)		89,032		-	-	-
Components of Ending Fund Balance										
a Revolving Cash		-	-	-		-		-	-	-
b Restricted Balances		-	-	-		-		-	-	-
c Committed									-	
d Assigned									-	
e Resv for Ec Unc	51,657	51,177	102,834	(13,802)		89,032			-	
Ending Fund Bal	51,657	51,177	102,834	(13,802)		89,032		-	-	-

57,528 a to increase budget due to reimbursement for Portable Project

10,901 b to increase budget due to revised estimates for Payroll

2,901 c to increase budget due to revised estimates for Payroll related benefits

1,000 d to increase budget due to QRIS Award for BASRP

3,358 e to increase budget due to payment of Stipend

53,170 f to increase budget due to posting of fees for the Portable project

Pacific Grove Unified School District

Budget Revisions - Cafeteria Fund 13

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	8,166	1,763	9,929	-		9,929				
Revenues										
LCFF		-		-						
Federal Revenue	180,000	-	180,000	-		180,000				
State Revenues	32,006	(3,680)	28,326	-		28,326				
Local Revenues	390,000	-	390,000	-		390,000				
Total Revenues	602,006	(3,680)	598,326	-		598,326	-	-	-	-
Expenditures										
Certificated Salaries		-		-						
Classified Salaries	260,737	9,499	270,236	2,320	a	272,556				
Benefits	70,225	(1,559)	68,666	378	b	69,044				
Supplies	280,000	3,350	283,350	-		283,350				
Services	14,000	225	14,225	-		14,225				
Capital Outlay		-		-						
Other Outgo	-	-		-						
Indirect Costs	-	-		-						
Total Expenditure	624,962	11,515	636,477	2,698		639,175	-	-	-	-
Surplus (Deficit)	(22,956)		(38,151)			(40,849)		-		-
Transfers In (Out)	22,956	15,195	38,151	-		38,151				
Ending Fund Balance	8,166	1,763	9,929	(2,698)		7,231		-	-	-
Components of Ending Fund Balance										
a Stores-Rev Cash	8,166	1,763	9,929	(2,698)		7,231				
b Restricted Balances		-								
c Committed										
d Assigned										
e Resv for Ec Unc		-								
Ending Fund Balance	8,166	1,763	9,929	(2,698)		7,231		-	-	-

2,320 **a** to increase budget due to revised salaries

378 **b** to increase budget due to revised estimates for Payroll

Pacific Grove Unified School District

Budget Revisions - Deferred Maintenance Fund 14

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	99,987	(5,461)	94,526	-		94,526				
Revenues										
LCFF		-		-						
Federal Revenues		-		-						
State Revenues	93,372	-	93,372	-		93,372				
Local Revenues	3,000	-	3,000	-		3,000				
Total Revenues	96,372	-	96,372	-		96,372	-	-	-	-
Expenditures										
Certificated Salaries		-		-						
Classified Salaries		-		-						
Benefits		-		-						
Supplies	30,000	(6,170)	23,830	2,000	a	25,830				
Services	70,000	6,170	76,170	36,000	b	112,170				
Capital Outlay	-	-		-						
Other Outgo	-	-		-						
Indirect Costs	-	-		-						
Total Expenditure	100,000	-	100,000	38,000		138,000	-	-	-	-
Surplus (Deficit)	(3,628)		(3,628)			(41,628)		-		-
Transfers In (out)	-	-	-	-		-	-	-	-	-
Ending Fund Bal	96,359	(5,461)	90,898	(38,000)		52,898		-	-	-
Components of Ending Fund Balance										
a Revolving Cash	-	-	-	-		-	-	-	-	-
b Restricted Balances		-	-	-		-	-	-	-	-
c Committed							-		-	
d Assigned	96,359	(5,461)	90,898	(38,000)		52,898				
e Resv for Ec Unc		-		-			-			
Ending Fund Bal	96,359	(5,461)	90,898	(38,000)		52,898		-	-	-

2,000 **a** to increase budget due to transfer of budget between Supplies and Services

36,000 **b** to increase budget due to transfer of budget between Supplies and Services

Pacific Grove Unified School District

Budget Revisions - Post Emp Benefits Fund 20

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	198,549	529	199,078	-		199,078				
Revenues										
LCFF	-	-		-						
Federal Revenue	-	-		-						
State Revenues	-	-		-						
Local Revenues	600	-	600	-		600				
Total Revenues	600	-	600	-		600	-	-	-	-
Expenditures										
Certificated Salaries	-	-		-						
Classified Salaries	-	-		-						
Benefits	-	-		-						
Books & Supplies	-	-		-						
Services	-	-		-						
Capital Outlay	-	-		-						
Other Outgo	-	-		-						
Indirect Costs	-	-		-						
Total Expenditure	-	-	-	-		-	-	-	-	-
Surplus (Deficit)	600		600			600		-		-
Transfers In (Out)	19,426	-	19,426	(19,426)	a	-	-			
Ending Fund Balance	218,575	529	219,104	(19,426)		199,678		-	-	-
Components of Ending Fund Balance										
a Revolving Cash		-		-						
b Restricted Balances				-						
c Committed				-						
d Assigned	218,575	529	219,104	(19,426)		199,678				
e Resv for Ec Unc		-		-						
Ending Fund Balance	218,575	529	219,104	(19,426)		199,678		-	-	-

(19,426)

To eliminate the transfer in from the General Fund

Pacific Grove Unified School District

Budget Revisions - Building Fund 21

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	1,839,849	24,474	1,864,323	-		1,864,323				
Revenues										
LCFF	-	-	-	-						
Federal Revenue	-	-	-	-						
State Revenues	-	-	-	-						
Local Revenues	5,000	-	5,000	-		5,000				
Total Revenues	5,000	-	5,000	-		5,000	-	-	-	-
Expenditures										
Certificated Salaries	-	-	-	-						
Classified Salaries	-	-	-	-						
Benefits	-	-	-	-						
Supplies	450,000	118,852	568,852	-		568,852				
Services	50,000	16,642	66,642	-		66,642				
Capital Outlay	100,000	-	100,000	-		100,000				
Other Outgo	-	-	-	-						
Indirect Costs	-	-	-	-						
Total Expenditure	600,000	135,494	735,494	-		735,494	-	-	-	-
Surplus (Deficit)	(595,000)		(730,494)			(730,494)		-		-
Transfers In (Out)	-	-	-	-		-	-		-	-
Ending Fund Balance	1,244,849	(111,020)	1,133,829	-		1,133,829		-	-	-
Components of Ending Fund Balance										
a Revolving Cash		-								
b Restricted Balances										
c Committed										
d Assigned	1,244,849	(111,020)	1,133,829	-		1,133,829				
e Resv for Ec Unc		-	-	-		-				
Ending Fund Balance	1,244,849	(111,020)	1,133,829	-		1,133,829		-	-	-

-

No budgetary revisions

Pacific Grove Unified School District

Budget Revisions - Capital Projects Fund 40

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes		First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
Beginning Balance	538,976	(162,879)	376,097	-		376,097				
Revenues										
LCFF	-	-	-	-			-			
Federal Revenue	-	-	-	-			-			
State Revenues	-	-	-	-			-			
Local Revenues	230,000	-	230,000	70,067	a	300,067				
Total Revenues	230,000	-	230,000	70,067		300,067	-	-	-	-
Expenditures										
Certificated Salaries	-	-	-	-			-	-		
Classified Salaries	-	-	-	-			-			
Benefits	-	-	-	-						
Supplies	50,000	16,679	66,679	12,805	b	79,484				
Services	50,000	-	50,000	282,433	c	332,433				
Capital Outlay	100,000	9,252	109,252	75,065	d	184,317				
Other Outgo	29,436	-	29,436	-		29,436				
Indirect Costs	-	-	-	-						
Total Expenditure	229,436	25,931	255,367	370,303		625,670	-	-	-	-
Surplus (Deficit)	564		(25,367)			(325,603)		-		-
Transfers In (Out)	-	-	-	-		-	-	-	-	-
Ending Fund Balance	539,540	(188,810)	350,730	(300,236)		50,494		-	-	-
Components of Ending Fund Balance										
a Revolving Cash		-	-	-		-	-	-		-
b Restricted Balances										
c Committed										
d Assigned	539,540	(188,809)	350,731	(300,237)		50,494				
e Resv for Ec Unc		-		-			-			
Ending Fund Balance	539,540	(188,809)	350,731	(300,237)		50,494		-	-	-

70,067 a to increase budget due to reimbursement from KS Bank for Portable Project

12,805 b to increase budget for Fund 40 projects including Portable Project and HS Classroom

282,433 c to increase budget for Portable Project

75,065 d to increase budget for Portable Project

SUBJECT: Quarterly Report on Williams Uniform Complaints

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

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

FISCAL IMPACT:

None.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Pacific Grove Unified School District

☒

Person completing this form: Mandi Freitag Title: Executive Assistant

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

☐ April 2018

☐ July 2018

Date for information to be reported publicly at governing board meeting: December 7, 2017

Please check the box that applies:

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

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

Ralph Gómez Porras

Print Name of District Superintendent



Signature of District Superintendent

December 7, 2017

Date

SUBJECT: Resolution #1005 Adoption of Debt Issuance and Management Policy

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and approve by resolution, the adoption of this Debt Issuance and Management Policy.

BACKGROUND:

Senate Bill 1029, effective January 1, 2017, requires that the District adopt a debt management policy governing any proposed debt of the District. Presented to the Board for approval is a policy prepared and recommended by the California School Board Association (CSBA).

INFORMATION:

This form has been reviewed by the District bond counsel and financial advisor, and meets the requirements of SB 1029

FISCAL IMPACT:

No fiscal impact

**BOARD OF EDUCATION
PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 1005

ADOPTING DEBT ISSUANCE AND MANAGEMENT POLICY

WHEREAS, California Government Code Section 8855(i), effective as of January 1, 2017, requires that issuers of state or local government indebtedness adopt policies which include specific provisions concerning the use of indebtedness; and

WHEREAS, the Pacific Grove Unified School District (the "District") expects to issue indebtedness and to comply with Government Code Section 8855(i);

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. The foregoing recitals are true and correct.

Section 2. The Debt Issuance and Management Policy in the form on file with the Superintendent is hereby approved and adopted for the purpose of establishing debt policies.

Section 3. This resolution shall take effect on and after its adoption.

* * * * *

PASSED AND ADOPTED on December 7, 2017, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

Attest:

Secretary of the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

DEBT ISSUANCE AND MANAGEMENT POLICY

The Board of Education is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the District shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)
(cf. 3460 - Financial Reports and Accountability)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The District shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the District, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the District's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the District's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the District issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the District shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 9270 - Conflict of Interest)

Goals

The District's debt issuance activities and procedures shall be aligned with the District's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the District shall ensure that it:

1. Maintains accountability for the fiscal health of the District, including prudent management and transparency of the District's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes practical precautions and proactive measures to avoid financial decisions that could negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the District's statutory debt limit in relation to assessed valuation within the District and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the District's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the District's general fund for operating purposes and other purposes that is not funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

The District may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping District facilities
2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the District's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The District may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the District, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
 - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the District to meet its cash flow requirements (Government Code 53850-53858)
 - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
 - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the District (Government Code 53859-53859.08)

2. Long-Term Debt

- a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

3. Lease financing, including certificates of participation (COPs)

- a. Lease financing to fund capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
- b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429, 17456)

4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in lower financing costs compared to traditional tax-exempt bonds, COPs, and/or revenue bonds; other types of financing methods including special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3) or bonds issued pursuant to the Marks-Roos Local Bond Polling Act of 1985 (Government Code 6584-6599.1)

5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the District in any fiscal year in which the District has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the District's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with needs for acquisition, development, and/or improvement of District property and facilities as identified in the District's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

When considering a debt issuance, the Board and the Superintendent or designee may evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the District's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The District may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the District shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the District to exceed the limitation on debt issuances specified in the California Constitution or Education Codes 15102, 15106, 15268 or 15270, as applicable.

To the extent practicable, the District shall also consider credit issues, market factors, and tax law when sizing the District's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the District shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be consistent with State law

Method of Sale

For the sale of any District-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the District. Potential methods of sale include:

1. A competitive method of sale, in which the issuer solicits bids from underwriting firms to purchase its bonds, and sells bonds to the firm or bond syndicate offering the lowest interest rate bid
2. A negotiated method of sale, in which the issuer selects the underwriting firm or firms in advance of the proposed sale and the final purchase price is negotiated at the time designated for the sale of bonds
3. A private placement sale method of sale, in which the issuer sells bonds directly to a single or limited number of purchasers without a public offering

Investment of Proceeds

The District shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the District. Where applicable, the District's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

With regard to general obligation bonds, the District shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the District to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The District may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the District shall consider the maximization of the District's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the District in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the District and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)

(cf. 3400 - Management of District Assets/Accounts)

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the District shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

In addition, the Superintendent or designee shall ensure that the District completes, as applicable, all performance and financial audits that may be required for any debt issued by the District, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the District has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the District's disclosure filings are updated as needed.

The Superintendent or designee shall maintain the official transcript for the financing, including documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, the sources of payment or security for the debt, and investment of proceeds, which shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

Exceptions and Modifications

The District acknowledges that the capital marketplace fluctuates, municipal finance products change from time to time, and that issuer and investor supply and demand vary. These fluctuations may produce situations that are not anticipated or covered by this policy. As such, the Board of Education may make exceptions or modifications to this policy to achieve the debt management goals outlined above. Management flexibility is appropriate and necessary in such situations, provided specific authorization is granted by the Board of Education.

Policy Development

The Superintendent or designee may develop additional specific elements of a debt management framework through rules and regulations which, along with this policy, shall be reviewed periodically in consideration of changing laws, District needs and market conditions.

Legal Reference:

EDUCATION CODE

5300-5441 *Conduct of elections*
 15100-15262 *Bonds for school districts and community college districts*
 15264-15276 *Strict accountability in local school construction bonds*
 15278-15288 *Citizen's oversight committees*
 15300-15425 *School Facilities Improvement Districts*
 17150 *Public disclosure of non-voter-approved debt*
 17400-17429 *Leasing of district property*
 17450-17453.1 *Leasing of equipment*
 17456 *Sale or lease of district property*
 17596 *Duration of contracts*
 42130-42134 *Financial reports and certifications*

ELECTIONS CODE

1000 *Established election dates*

GOVERNMENT CODE

8855 *California Debt and Investment Advisory Commission*
 53311-53368.3 *Mello-Roos Community Facilities Act*
 53410-53411 *Bond reporting*
 53506-53509.5 *General obligation bonds*
 53550-53569 *Refunding bonds of local agencies*
 53580-53595.55 *Bonds*
 53850-53858 *Tax and revenue anticipation notes*
 53859-53859.08 *Grant anticipation notes*

CALIFORNIA CONSTITUTION

Article 13A, Section 1 *Tax limitation*
 Article 16, Section 18 *Debt limit*

UNITED STATES CODE, TITLE 15

78o-4 *Registration of municipal securities dealers*

UNITED STATES CODE, TITLE 26

54E *Qualified Zone Academy Bonds*

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 *Prohibition against fraud or deceit*
 240.15c2-12 *Municipal securities disclosure*

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 *Interest on state and local bonds*
 1.141 *Private activity bonds*
 1.148 *Arbitrage and rebate*
 1.149 *Hedge bonds*
 1.6001-1 *Records*

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
Debt Management Policy, Best Practice, October 2012
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011
INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements
Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016
U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS
Internal Control System Checklist

Web Sites:

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>
Government Finance Officers Association: <http://www.gfoa.org>
Internal Revenue Service: <https://www.irs.gov>
Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
<http://www.emma.msrb.org>
U.S. Government Accountability Office: <http://www.gao.gov>
U.S. Securities and Exchange Commission: <https://www.sec.gov>

SUBJECT: Resolution #1006 Refinancing of Existing General Obligation Bonds

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and approve Resolution #1006, providing for the issuance and sale of 2017 General Obligation Refunding Bonds.

BACKGROUND:

The District has two General Obligation Bonds that are now eligible for refinancing at a lower interest rate:

- 1) 2006 Series D – \$8,115,000
- 2) 2011 GO Ref – \$3,430,000

Total principal amount not to exceed \$12,000,000

INFORMATION:

The Pacific Grove Unified School District desires to initiate proceedings for the issuance of a series of General Obligation Refunding Bonds in order to realize debt savings to the taxpayers of the District by refunding a portion of the District's General Obligation Bonds 2006 Election – Series D, and 2011 General Obligation Refunding Bonds.

This resolution authorizes District officials to bring into final form and execute the Official Statement, Continuing Disclosure Certificate, Bond Purchase Agreement and Escrow Agreement.

After deducting the costs of issuance and underwriting, there is a net savings of approximately \$1,110,000 available. It is possible to apply these savings over the next three years, which will help reduce the impact of the Measure D GO Bonds on taxpayers.

FISCAL IMPACT:

There is no fiscal impact on the District. The savings discussed above will specifically benefit the taxpayers of Pacific Grove.



650 CALIFORNIA ST. 8TH FLOOR
SAN FRANCISCO, CA 94108
WWW.DALESCOTT.COM

October 10, 2017

To: Rick Miller, Assistant Superintendent - Business
Pacific Grove Unified School District

From: Dale Scott, President
Dale Scott & Company

Re: GO Bond Refunding Opportunity

Summary

Because of the recent declines in interest rates, Pacific Grove Unified School District has the opportunity to save taxpayers approximately **\$1.6 million** through the refunding of two of its outstanding general obligation bonds.

Background

The remaining portion of the Election of 2006, Series A Bonds and the 2011 G.O. Refunding Bonds are now available for refunding as outlined in the table to the right.

Current Market

Increased political and geopolitical uncertainty and the disputed success of the Federal Reserve's easing program had culminated in municipal interest rates remaining at or near historical lows. As such, the District's bonds would be refunded into lower interest rates creating taxpayer savings (Exhibit 1).

Financing Plan

Based on current rates, total savings from the refunding are estimated to be in excess of \$1.6 million. Certain costs including costs of issuance and negative arbitrage (i.e., the cost of carry prior to the bonds refunding date) would be netted from these gross savings to produce net savings of approximately \$1.1 million (Exhibit 2).

Further, this refunding would permit the District access to the remaining portion 2014 of Ed-Tech authorization while maintaining a tax rate well under the California Proposition 39 requirements. This proposed refunding amortizes principal over 21-years to create a similar debt service structure as the bonds being refunding and will also preserve future tax-rate capacity for the District.

Timing

If acceptable to the District, we would work with the District to select an underwriting team and arrange with legal counsel to provide a resolution approving the sale of the refunding bonds for Board consideration at the meeting of December 7, 2017.

Pacific Grove Unified School District - Outstanding Bonds			
Issue	Maturity	Outstanding	Call Date
2006 Elect, Ser D	2039	\$8,115,000	8/1/20
2011 GO REF	2032	\$3,430,000	8/1/21
2015 GO REF, Ser A	2030	\$4,470,000	8/1/25
2015 GO REF, Ser B	2031	\$3,155,000	8/1/25
2016 GO REF	2039	\$16,125,000	8/1/26
2006 Elect, Ser C	2019	\$645,000	non-callable
2006 Elect, Ser E	2026	\$7,052,000	non-callable
2014 Elect, Ser A	20018	\$1,659,000	non-callable
2014 Elect, Ser B	2021	\$2,103,000	non-callable

Exhibit 1: Rate Comparison

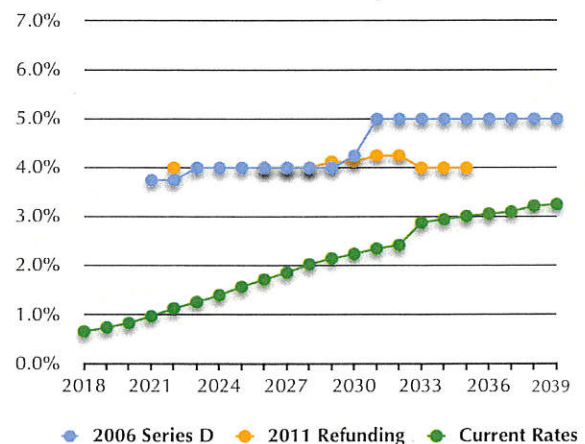


Exhibit 2: 2017 G.O. Refunding Bonds	
To be Refunded	\$9,585,000
Call Date (Election of 2006, Series D)	8/1/20
Call Date (2011 G.O. Refunding)	8/1/21
Total Savings	\$1,602,917
COI (est)	\$195,000
Underwriting (est)	\$47,925
Negative Arb	\$249,992
Net Savings	\$1,110,000
NPV Savings	\$738,627
% Savings (est.)	10.13%

**BOARD OF EDUCATION
PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 1006

**PROVIDING FOR THE ISSUANCE AND SALE OF
2017 GENERAL OBLIGATION REFUNDING BONDS OF THE DISTRICT
IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$12,000,000 TO
REFUND CERTAIN OF THE DISTRICT'S OUTSTANDING GENERAL
OBLIGATION BONDS AND APPROVING RELATED
DOCUMENTS AND ACTIONS**

WHEREAS, a special bond election was duly held in the Pacific Grove Unified School District (the "District") on June 6, 2006, authorizing the issuance of general obligation bonds of the District in the aggregate principal amount of \$42,000,000 (the "2006 Authorization"), and more than the requisite fifty-five percent of the votes cast at said election were in favor of the 2006 Authorization; and

WHEREAS, pursuant to the 2006 Authorization, the District caused its Pacific Grove Unified School District (Monterey County, California) General Obligation Bonds 2006 Election, Series D to be issued on February 25, 2010, in the aggregate original principal amount of \$9,000,000 (the "2006D Bonds"); and

WHEREAS, on December 6, 2011, the District caused its Pacific Grove Unified School District (Monterey County, California) 2011 General Obligation Refunding Bonds to be issued in the aggregate original principal amount of \$4,690,000 (the "2011 Bonds" and, together with the 2006D Bonds, the "Prior Bonds") for the purpose of refunding all of the outstanding Pacific Grove Unified School District (Monterey County, California) General Obligation Bonds, 1999 Election, Series B, Pacific Grove Unified School District (Monterey County, California) General Obligation Bonds, 1999 Election, Series C and Pacific Grove Unified School District (Monterey County, California) General Obligation Bonds, 1999 Election, Series D; and

WHEREAS, the District has determined at this time to issue its Pacific Grove Unified School District, 2017 General Obligation Refunding Bonds in an aggregate principal amount not to exceed \$12,000,000 (the "Refunding Bonds") for the purpose of refunding, on an advance basis, a portion of the outstanding 2006D Bonds and a portion of the outstanding 2011 Bonds (such portions, collectively, the "Refunded Bonds") and thereby realizing financial savings to the property taxpayers in the District; and

WHEREAS, the Board of Education of the District (the "Board") is authorized to provide for the issuance and sale of the Refunding Bonds pursuant to the provisions of Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53550 of said Code (the "Bond Law"); and

WHEREAS, the Board wishes at this time to take its action approving the issuance and sale of the Refunding Bonds and documents and actions relating to the Refunding Bonds;

NOW, THEREFORE, the Board hereby finds, determines, declares and resolves as follows:

ARTICLE I

DEFINITIONS; AUTHORITY

SECTION 1.01. *Definitions.* The terms defined in this Section 1.01, as used and capitalized herein, shall, for all purposes of this Resolution, have the meanings ascribed to them in the recitals hereof or otherwise in this Section 1.01, unless the context clearly requires some other meaning.

“Bond Counsel” means (a) the firm of Jones Hall, A Professional Law Corporation, or (b) any attorney or firm of attorneys nationally recognized for expertise in rendering opinions as to the legality and tax exempt status of securities issued by public entities.

“Bond Law” means Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, as is in effect on the date of adoption hereof and as amended hereafter.

“Closing Date” means the date or dates upon which there is a physical delivery of the Refunding Bonds in exchange for the payment of the purchase price of the Refunding Bonds by the District.

“Costs of Issuance” means all items of expense directly or indirectly payable by or reimbursable to the District in connection with the authorization, issuance, sale and delivery of the Refunding Bonds and the refunding of the Prior Bonds, including but not limited to the costs of preparation and reproduction of documents, printing expenses, filing and recording fees, initial fees and charges of the Paying Agent, the Escrow Bank and their counsel, legal fees and charges, fees and disbursements of consultants and professionals, rating agency fees, insurance premiums, fees and charges for preparation, execution and safekeeping of the Refunding Bonds and any other cost, charge or fee in connection with the original issuance of the Refunding Bonds.

“County” means the County of Monterey, a political subdivision of the State of California, duly organized and existing under the Constitution and laws of the State of California.

“County Treasurer” means the Treasurer and Tax Collector of the County, or any person at any time performing the duties of treasurer of the County.

“Debt Service Fund” means the account established and held by the County Treasurer pursuant to Section 4.02.

“Depository” means (a) initially, DTC, and (b) any other Securities Depository acting as Depository pursuant to Section 2.09.

“Depository System Participant” means any participant in the Depository's book-entry system.

“District” means the Pacific Grove Unified School District, a school district organized under the Constitution and laws of the State of California, and any successor thereto.

“District Representative” means the Superintendent, the Assistant Superintendent, Business Services, the President of the Board, the Secretary of the Board, the Clerk of the Board, or any other duly appointed officer of the District authorized by resolution of the Board to act as a representative of the District hereunder.

“DTC” means The Depository Trust Company, New York, New York, and its successors and assigns.

“Escrow Agreement” means the Escrow Agreement by and between the District and the Escrow Bank providing for the defeasance of the Prior Bonds.

“Escrow Bank” means U.S. Bank National Association, the financial institution acting as escrow bank under the Escrow Agreement, its successors and assigns.

“Escrow Fund” means the fund established and held by the Escrow Bank pursuant to the Escrow Agreement for the purpose of paying when due the principal of and interest on the Prior Bonds.

“Federal Securities” means United States Treasury notes, bonds, bills or certificates of indebtedness, or any other obligations the timely payment of which is directly or indirectly guaranteed by the faith and credit of the United States of America.

“Financial Advisor” means Dale Scott & Company Inc.

“Information Services” means, in accordance with then current guidelines of the Securities and Exchange Commission, such services providing information with respect to called bonds, or any other such services as the District may designate in writing to the Paying Agent.

“Interest Payment Date” means February 1, 2018, and the first calendar day of each succeeding August and February during the period the Refunding Bonds are outstanding, or as otherwise specified in the Purchase Contract.

“Official Statement” means the Official Statement, including the preliminary and final form thereof, describing the Refunding Bonds and utilized in connection with the offering thereof.

“Outstanding,” when used as of any particular time with reference to Refunding Bonds, means all Refunding Bonds except: (a) Refunding Bonds theretofore canceled by the Paying Agent or surrendered to the Paying Agent for cancellation; (b) Refunding Bonds paid or deemed to have been paid within the meaning of Section 9.02; and (c) Refunding Bonds in lieu of or in substitution for which other Refunding Bonds shall have been authorized, executed, issued and delivered by the District pursuant to this Resolution.

“Owner”, whenever used herein with respect to a Refunding Bond, means the person in whose name the ownership of such Refunding Bond is registered on the Registration Books.

“Paying Agent” means the Paying Agent appointed by the District and acting as paying agent, registrar and authenticating agent for the Refunding Bonds, its successors and assigns,

and any other corporation or association which may at any time be substituted in its place, as provided in Section 6.01.

“Principal Office” means the office or offices of the Paying Agent for the payment of the Refunding Bonds and the administration of its duties hereunder, as such office or offices shall be identified in a written notice filed with the District by the Paying Agent.

“Prior Bonds” means, collectively, the Pacific Grove Unified School District General Obligation Bonds 2006 Election, Series D and the Pacific Grove Unified School District 2011 General Obligation Refunding Bonds.

“Purchase Contract” means that certain Purchase Contract by and between the District and the Underwriter providing for the terms of the sale of the Refunding Bonds to the Underwriter.

“Record Date” means the fifteenth day of the month preceding an Interest Payment Date, whether or not such day is a business day.

“Refunded Bonds” means those portions of the Prior Bonds to be refunded with the proceeds of the Refunding Bonds.

“Refunding Bonds” means the Pacific Grove Unified School District (Monterey County, California) 2017 General Obligation Refunding Bonds, at any time Outstanding pursuant to this Resolution.

“Registration Books” means the records maintained by the Paying Agent for the registration of ownership and registration of transfer of the Refunding Bonds pursuant to Section 2.08.

“Resolution” means this Resolution, as originally adopted by the Board, including all amendments hereto and supplements hereof which are duly adopted by the Board from time to time in accordance herewith.

“Supplemental Resolution” means any resolution supplemental to or amendatory of this Resolution, adopted by the District in accordance with Article VIII.

“Tax Code” means the Internal Revenue Code of 1986 as in effect on the Closing Date or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the Closing Date, together with applicable proposed, final regulations promulgated, and applicable official public guidance published, under said Code.

“Treasurer-Tax Collector” means the Treasurer-Tax Collector of the County, or any authorized deputy thereof.

“Underwriter” means Raymond James & Associates, Inc. as the original purchaser of the Refunding Bonds.

“Written Request of the District” means an instrument in writing signed by a District Representative or by any other officer of the District duly authorized to act on behalf of the District pursuant to a written certificate of a District Representative.

SECTION 1.02. *Interpretation.*

(a) Unless the context otherwise indicates, words expressed in the singular shall include the plural and vice versa and the use of the neuter, masculine, or feminine gender is for convenience only and shall be deemed to include the neuter, masculine or feminine gender, as appropriate.

(b) Headings of articles and sections herein and the table of contents hereof are solely for convenience of reference, do not constitute a part hereof and shall not affect the meaning, construction or effect hereof.

(c) All references herein to "Articles," "Sections" and other subdivisions are to the corresponding Articles, Sections or subdivisions of this Resolution; the words "herein," "hereof," "hereby," "hereunder" and other words of similar import refer to this Resolution as a whole and not to any particular Article, Section or subdivision hereof.

SECTION 1.03. *Authority for this Resolution.* This Resolution is entered into pursuant to the provisions of the Bond Law. It is hereby certified that all of the things, conditions and acts required to exist, to have happened or to have been performed precedent to and in the issuance of the Refunding Bonds do exist, have happened or have been performed in due and regular time and manner as required by the laws of the State of California, and that the amount of the Refunding Bonds, together with all other indebtedness of the District, does not exceed any limit prescribed by any laws of the State of California.

SECTION 1.04. *Findings and Determinations.* Pursuant to Section 53552 of the Bond Law, the Board hereby finds and determines that the prudent management of the fiscal affairs of the District requires that the Refunding Bonds be issued under the Bond Law and in accordance with this Resolution. The total net interest cost to maturity on the Refunding Bonds plus the principal amount of the Refunding Bonds shall not exceed the total net interest cost to maturity on the Refunded Bonds plus the principal amount of the Refunded Bonds. Before issuing the Refunding Bonds, the District shall receive confirmation from its Financial Advisor that the requirements of Section 53552 of the Bond Law have been satisfied.

ARTICLE II

THE REFUNDING BONDS

SECTION 2.01. *Authorization.* Refunding Bonds in an aggregate principal amount not to exceed \$12,000,000 are hereby authorized to be issued by the District under and subject to the terms of the Bond Law and this Resolution, for the purpose of raising money for the refunding of a portion of the Prior Bonds pursuant to the Escrow Agreement, and to pay certain Costs of Issuance. This Resolution constitutes a continuing agreement between the District and the Owners of all of the Refunding Bonds issued or to be issued hereunder and then Outstanding to secure the full and final payment of principal of and interest and premium, if any, on all Refunding Bonds which may be Outstanding hereunder, subject to the covenants, agreements, provisions and conditions herein contained. The Refunding Bonds shall be designated the "Pacific Grove Unified School District (Monterey County, California) 2017 General Obligation Refunding Bonds." The exact aggregate principal amount of the Refunding Bonds to be issued hereunder shall be set forth in the Official Statement and the Purchase Contract.

SECTION 2.02. *Terms of Refunding Bonds.*

(a) Form; Numbering. The Refunding Bonds shall be issued as fully registered Bonds, without coupons, in the denomination of \$5,000 each or any integral multiple thereof. The Refunding Bonds shall be lettered and numbered as prescribed by the Paying Agent.

(b) Date of Refunding Bonds. The Refunding Bonds shall be dated as of the Closing Date.

(c) CUSIP Identification Numbers. "CUSIP" identification numbers shall be imprinted on the Refunding Bonds, but such numbers shall not constitute a part of the contract evidenced by the Refunding Bonds and any error or omission with respect thereto shall not constitute cause for refusal of any purchaser to accept delivery of and pay for the Refunding Bonds. In addition, failure on the part of the District to use CUSIP numbers in any notice to Owners of the Refunding Bonds will not constitute an event of default or any violation of the District's contract with the Owners and will not impair the effectiveness of any such notice.

(d) Maturities; Basis of Interest Calculation. The Refunding Bonds shall mature on August 1 in the years and in the amounts, and shall bear interest at the rates, as determined upon the sale thereof and as set forth in the Purchase Contract. The final maturity of the Refunding Bonds shall be not later than the final maturity of the Refunded Bonds. Interest on the Refunding Bonds shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

Each Refunding Bond shall bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof unless (i) it is authenticated as of an Interest Payment Date, in which event it shall bear interest from such date, or (ii) it is authenticated prior to an Interest Payment Date and after the close of business on the preceding Record Date, in which event it shall bear interest from such Interest Payment Date, or (iii) it is authenticated on or before the first Record Date, in which event it shall bear interest from the Closing Date; *provided, however*, that if at the time of authentication of a Refunding Bond, interest is in default thereon, such Refunding Bond shall bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment thereon.

(e) Payment. Interest on the Refunding Bonds (including the final interest payment upon maturity or redemption) is payable by check of the Paying Agent mailed to the Owner thereof at such Owner's address as it appears on the Registration Books at the close of business on the preceding Record Date; provided that at the written request of the Owner of at least \$1,000,000 aggregate principal amount of the Refunding Bonds, which written request is on file with the Paying Agent as of any Record Date, interest on such Refunding Bonds shall be paid on the succeeding Interest Payment Date to such account as shall be specified in such written request. Principal of the Refunding Bonds is payable in lawful money of the United States of America upon presentation and surrender at the Principal Office of the Paying Agent.

(f) Provisions of Purchase Contract to Control. Notwithstanding the foregoing provisions of this Section 2.02 and the following provisions of Section 2.03, any of the terms of the Refunding Bonds may be established or modified under the Purchase Contract. In the event of a conflict or inconsistency between this Resolution and the Purchase Contract relating to the terms of the Refunding Bonds, the provisions of the Purchase Contract shall be controlling.

SECTION 2.03. *Redemption of Refunding Bonds.*

(a) Optional Redemption Dates and Prices. The Refunding Bonds are subject to redemption prior to maturity, at the option of the District, in whole or in part among maturities on such basis as designated by the District and by lot within a maturity, from any available source of funds, on the dates and at the respective redemption prices as set forth in the Purchase Contract.

(b) Mandatory Sinking Fund Redemption. If the Purchase Contract specifies that any one or more maturities of the Refunding Bonds are term bonds which are subject to mandatory sinking fund redemption, each such maturity of Refunding Bonds shall be subject to such mandatory sinking fund redemption on August 1 in each of the years and in the respective principal amounts as set forth in the Purchase Contract, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption.

(c) Selection of Refunding Bonds for Redemption. Whenever less than all of the Outstanding Refunding Bonds of any one maturity are designated for redemption, the Paying Agent shall select the Outstanding Refunding Bonds of such maturity to be redeemed by lot in any manner deemed fair by the Paying Agent. For purposes of such selection, each Refunding Bond will be deemed to consist of individual Refunding Bonds of \$5,000 denominations each, which may be separately redeemed.

(d) Redemption Procedure. The Paying Agent will cause notice of any redemption to be mailed, first class mail, postage prepaid, at least 20 days but not more than 60 days prior to the date fixed for redemption, to (i) one or more of the Information Services, and (ii) to the respective Owners of any Refunding Bonds designated for redemption, at their addresses appearing on the Registration Books. Such mailing is not a condition precedent to such redemption and the failure to mail or to receive any such notice will not affect the validity of the proceedings for the redemption of such Refunding Bonds. In addition, the Paying Agent will give notice of redemption by telecopy or certified, registered or overnight mail to each of the Securities Depositories and the Municipal Securities Rulemaking Board at least two days prior to such mailing to the Refunding Bond Owners.

Such notice must state the redemption date and the redemption price and, if less than all of the then Outstanding Refunding Bonds are to be called for redemption, shall designate the serial numbers of the Refunding Bonds to be redeemed by giving the individual number of each Refunding Bond or by stating that all Refunding Bonds between two stated numbers, both inclusive, or by stating that all of the Refunding Bonds of one or more maturities have been called for redemption, and shall require that such Refunding Bonds be then surrendered at the Principal Office of the Paying Agent for redemption at the said redemption price, giving notice also that further interest on such Refunding Bonds will not accrue from and after the redemption date.

Upon surrender of Refunding Bonds redeemed in part only, the District shall execute and the Paying Agent shall authenticate and deliver to the Owner, at the expense of the District, a new Refunding Bond or Bonds, of the same maturity, of authorized denominations in aggregate principal amount equal to the unredeemed portion of the Refunding Bond or Bonds.

From and after the date fixed for redemption, if notice of such redemption has been duly given and funds available for the payment of the principal of and interest on the Refunding Bonds so called for redemption have been duly provided, the Refunding Bonds called for redemption

will cease to be entitled to any benefit under this Resolution other than the right to receive payment of the redemption price, and no interest will accrue thereon on or after the redemption date specified in the notice. The Paying Agent will cancel all Refunding Bonds redeemed under this Section 2.03 and will furnish a certificate of cancellation to the District.

(e) Right to Rescind Notice of Redemption. The District has the right to rescind any notice of the optional redemption of Bonds under subsection (a) of this Section by written notice to the Paying Agent on or prior to the date fixed for redemption. Any notice of redemption shall be cancelled and annulled if for any reason funds will not be or are not available on the date fixed for redemption for the payment in full of the Bonds then called for redemption. The District and the Paying Agent shall have no liability to the Bond Owners or any other party related to or arising from such rescission of redemption. The Paying Agent shall mail notice of such rescission of redemption in the same manner as the original notice of redemption was sent under subsection (c) of this Section, except that the time period specified in subsection (c) for giving the original notice of redemption shall not apply to any notice of rescission thereof.

SECTION 2.04. *Form of Refunding Bonds.* The Refunding Bonds, the form of the Paying Agent's certificate of authentication and registration and the form of assignment to appear thereon shall be substantially in the forms, respectively, with necessary or appropriate variations, omissions and insertions, as permitted or required by this Resolution, as are set forth in Appendix A attached hereto.

SECTION 2.05. *Execution of Refunding Bonds.* The Refunding Bonds shall be signed by the manual or facsimile signature of the President of the Board and shall be attested by the manual or facsimile signature of the Secretary of the Board, and the seal of the Board shall be reproduced thereon. No Refunding Bond is valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Refunding Bond is signed by the Paying Agent as authenticating agent.

The Refunding Bonds shall be in substantially the form attached hereto as Appendix A and incorporated herein by this reference, allowing those officials executing the Refunding Bonds to make the insertions and deletions necessary to conform the Refunding Bonds to this Resolution and the winning bid for the Refunding Bonds.

Only those Refunding Bonds bearing a certificate of authentication and registration in the form set forth in Appendix A attached hereto, executed and dated by the Paying Agent, are valid or obligatory for any purpose or entitled to the benefits of this Resolution, and such certificate of the Paying Agent is conclusive evidence that the Refunding Bonds so registered have been duly authenticated, registered and delivered hereunder and are entitled to the benefits of this Resolution.

SECTION 2.06. *Transfer of Refunding Bonds.* Any Refunding Bond may, in accordance with its terms, be transferred, upon the Registration Books, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Refunding Bond for cancellation at the Principal Office at the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. The District may charge a reasonable sum for each new Refunding Bond issued upon any transfer.

Whenever any Refunding Bond or Bonds is surrendered for transfer, the District will execute and the Paying Agent will authenticate and deliver a new Refunding Bond or Bonds, for like aggregate principal amount. No transfer of Refunding Bonds is required to be made (a) 15

days prior to the date established by the Paying Agent for selection of Refunding Bonds for redemption or (b) with respect to a Refunding Bond which has been selected for redemption.

SECTION 2.07. *Exchange of Refunding Bonds.* Refunding Bonds may be exchanged at the Principal Office of the Paying Agent for a like aggregate principal amount of Refunding Bonds of authorized denominations and of the same maturity. The District may charge a reasonable sum for each new Refunding Bond issued upon any exchange (except in the case of any exchange of temporary Refunding Bonds for definitive Refunding Bonds). No exchange of Refunding Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Refunding Bonds for redemption or (b) with respect to a Refunding Bond after it has been selected for redemption.

SECTION 2.08. *Registration Books.* The Paying Agent will keep or cause to be kept sufficient books for the registration and transfer of the Refunding Bonds, which will at all times be open to inspection by the District upon reasonable notice. Upon presentation for such purpose, the Paying Agent will, under such reasonable regulations as it may prescribe, register or transfer the ownership of the Refunding Bonds on the Registration Books.

SECTION 2.09. *Book-Entry System.* Except as provided below, DTC shall be the Owner of all of the Refunding Bonds, and the Refunding Bonds shall be registered in the name of Cede & Co. as nominee for DTC. The Refunding Bonds shall be initially executed and delivered in the form of a single fully registered Refunding Bond for each maturity date of the Refunding Bonds in the full aggregate principal amount of the Refunding Bonds maturing on such date. The Paying Agent and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Refunding Bonds registered in its name for all purposes of this Resolution, and neither the Paying Agent nor the District shall be affected by any notice to the contrary. The Paying Agent and the District have no responsibility or obligation to any Depository System Participant, any person claiming a beneficial ownership interest in the Refunding Bonds under or through DTC or a Depository System Participant, or any other person which is not shown on the register of the District as being an owner, with respect to the accuracy of any records maintained by DTC or any Depository System Participant or the payment by DTC or any Depository System Participant by DTC or any Depository System Participant of any amount in respect of the principal or interest with respect to the Refunding Bonds. The District shall cause to be paid all principal and interest with respect to the Refunding Bonds only to DTC, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to the principal and interest with respect to the Refunding Bonds to the extent of the sum or sums so paid. Except under the conditions noted below, no person other than DTC shall receive a Refunding Bond. Upon delivery by DTC to the District of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the term "Cede & Co." in this Resolution shall refer to such new nominee of DTC.

If the District determines that it is in the best interest of the beneficial owners that they be able to obtain Refunding Bonds and delivers a written certificate to DTC and the District to that effect, DTC shall notify the Depository System Participants of the availability through DTC of Refunding Bonds. In such event, the District shall issue, transfer and exchange Refunding Bonds as requested by DTC and any other owners in appropriate amounts. DTC may determine to discontinue providing its services with respect to the Refunding Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. Under such circumstances (if there is no successor securities depository), the District shall be obligated to deliver Refunding Bonds as described in this Resolution. Whenever DTC requests the District to do so, the District will cooperate with DTC in taking appropriate action

after reasonable notice to (a) make available one or more separate Refunding Bonds evidencing the Refunding Bonds to any Depository System Participant having Refunding Bonds credited to its DTC account or (b) arrange for another securities depository to maintain custody of certificates evidencing the Refunding Bonds.

Notwithstanding any other provision of this Resolution to the contrary, so long as any Refunding Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal and interest with respect to such Refunding Bond and all notices with respect to such Refunding Bond shall be made and given, respectively, to DTC as provided as in the representation letter delivered on the date of issuance of the Refunding Bonds.

ARTICLE III

SALE OF REFUNDING BONDS; APPLICATION OF PROCEEDS; APPROVAL OF RELATED DOCUMENTS

SECTION 3.01. Sale of Refunding Bonds; Approval of Sale Documents.

(a) Negotiated Sale of Refunding Bonds. The Board hereby authorizes the sale of the Refunding Bonds on a negotiated basis to the Underwriter. The Bonds shall be sold under the Purchase Contract in substantially the form on file with the Clerk of the Board, together with any changes thereto which are approved by a District Representative. The Refunding Bonds shall only be issued if the savings requirement stated in Section 1.04 herein can be met, as confirmed by the Financial Advisor, and Underwriter's discount shall not exceed 0.75% of the par amount of the Refunding Bonds. The Board hereby authorizes a District Representative to accept an offer from the Underwriter to purchase the Refunding Bonds and to execute and deliver the final form of the Purchase Contract in the name and on behalf of the District. The Refunding Bonds may be sold at any time following the adoption of this Resolution.

Notwithstanding the foregoing provisions of this Resolution, any of the terms of the Refunding Bonds may be established or modified by the Purchase Contract. In the event of a conflict or inconsistency between the Purchase Contract and this Resolution relating to the terms of the Refunding Bonds, the provisions of the Purchase Contract shall be controlling.

(b) Official Statement. The Board hereby approves, and hereby deems nearly final within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934, the Preliminary Official Statement describing the Refunding Bonds in substantially the form on file with the Clerk of the Board. A District Representative is hereby authorized to execute an appropriate certificate stating the Board's determination that the Preliminary Official Statement has been deemed final within the meaning of such Rule. A District Representative is hereby authorized and directed to approve any changes in or additions to a final form of said Official Statement, and the execution thereof by a District Representative shall be conclusive evidence of his or her approval of any such changes and additions. The Board hereby authorizes the distribution of the Official Statement by the Underwriter. The final Official Statement shall be executed in the name and on behalf of the District by a District Representative

(c) Actions to Close Bond Issuance. Each District Representative and any and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents,

warrants and other documents, including applications and commitments with respect to bond insurance to the extent deemed advisable by the Financial Advisor, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Refunding Bonds. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

SECTION 3.02. *Application of Proceeds of Sale of Refunding Bonds.* The proceeds of the Refunding Bonds shall be paid by the Underwriter on the Closing Date in accordance with a Written Request of the District, as follows:

- (a) The Underwriter shall transfer a portion of the proceeds of the Refunding Bonds to U.S. Bank National Association, or other entity as custodian under the agreement referred to in Section 3.04, to be applied to pay Costs of Issuance of the Refunding Bonds.
- (b) The Underwriter shall transfer the remainder of such proceeds to the Escrow Agent to be held, invested and applied to refund and discharge the Refunded Bonds on the Closing Date in accordance with the Escrow Agreement.

SECTION 3.03. *Refunding of Prior Bonds; Approval of Escrow Agreement.* The Refunded Bonds shall be refunded and discharged on the Closing Date in accordance with the provisions of the Escrow Agreement. The Board hereby approves the Escrow Agreement in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof which are approved by a District Representative, and the execution thereof by a District Representative will be conclusive evidence of the approval of any such changes or modifications. A District Representative is directed to authenticate and execute the final form of the Escrow Agreement on behalf of the District.

SECTION 3.04. *Costs of Issuance Custodian Agreement.* The Board hereby approves the execution by a District Representative of a Costs of Issuance Custodian Agreement. As provided in said agreement, amounts held thereunder shall be requisitioned by a District Representative for payment of Costs of Issuance in accordance with said agreement, and any amounts held not required for payment of Costs of Issuance shall be transferred to the County Treasurer and deposited into the Debt Service Fund, to be applied to pay interest next coming due and payable on the Refunding Bonds.

SECTION 3.05. *Professional Services.* The Board has previously engaged the services of Dale Scott & Company Inc. to act as the District's financial advisor and the firm of Jones Hall, A Professional Law Corporation, to act as bond counsel and disclosure counsel to the District. As provided in said engagement agreements, compensation to each of such firms shall be contingent upon the successful issuance and delivery of the Refunding Bonds.

ARTICLE IV

SECURITY FOR THE REFUNDING BONDS; PAYMENT OF DEBT SERVICE

SECTION 4.01. *Security for the Refunding Bonds.* The Refunding Bonds are general obligations of the District, and the Board has the power to direct the County to levy *ad valorem* taxes upon all property within the District subject to taxation without limitation of rate or amount, for the payment of the Refunding Bonds and the interest and redemption premium (if any) thereon, in accordance with and subject to Sections 15250 and Section 15252 of the Education Code. The District hereby directs the County to levy on all the taxable property in the District, in addition to all other taxes, a continuing direct and *ad valorem* tax annually during the period the Refunding Bonds are Outstanding in an amount sufficient to pay the principal of and interest on the Refunding Bonds when due, including the principal of any Refunding Bonds upon the mandatory sinking fund redemption thereof under Section 2.03(b), which moneys when collected will be paid to the County Treasurer and placed in the Debt Service Fund.

The principal of and interest and redemption premium (if any) on Refunding Bonds do not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents or employees thereof, and neither the County, the State of California, any of its political subdivisions nor any of the officers, agents or employees thereof are liable thereon.

SECTION 4.02. *Establishment of Debt Service Fund.* The District hereby directs the County Treasurer to establish, hold and maintain a fund to be known as the "2017 General Obligation Refunding Bonds, Debt Service Fund", which the County shall maintain as a separate account, distinct from all other funds of the County and the District. All taxes levied by the County, at the request of the District, for the payment of the principal of and interest and premium (if any) on the Refunding Bonds shall be deposited in the Debt Service Fund by the County promptly upon apportionment of said levy. The Debt Service Fund is pledged for the payment of the principal of and interest on the Refunding Bonds when and as the same become due, including the principal of any term Refunding Bonds required to be paid upon the mandatory sinking fund redemption thereof. Amounts in the Debt Service Fund shall be transferred by the County to the Paying Agent to the extent required to pay the principal of and interest and redemption premium (if any) on the Refunding Bonds when due.

In addition, amounts on deposit in the Debt Service Fund shall be applied to pay the fees and expenses of the Paying Agent insofar as permitted by law, including specifically by Section 15232 of the Education Code. If, after payment in full of the Refunding Bonds, any amounts remain on deposit in the Debt Service Fund, the County shall transfer such amounts to the General Fund of the District as provided in Section 15234 of the Education Code.

SECTION 4.03. *Disbursements from Debt Service Fund.* The County shall administer the Debt Service Fund and make disbursements therefrom in the manner set forth in this Section 4.03. The County shall transfer amounts on deposit in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Refunding Bonds when due and payable, to the Paying Agent which, in turn, shall pay such moneys to DTC to pay the principal of and interest on the Refunding Bonds. DTC will thereupon make payments of principal and interest on the Refunding Bonds to the DTC Participants who will thereupon make payments of principal and interest to the beneficial owners of the Refunding Bonds. Any moneys remaining in the Debt

Service Fund after the Refunding Bonds and the interest thereon have been paid, or provision for such payment has been made, shall be transferred to the General Fund of the District, as provided in Section 15234 of the Education Code. As provided in Section 15323 of the Education Code, amounts in the Debt Service Fund shall also be applied to pay the expense of paying the Refunding Bonds elsewhere than at the office of the County Treasurer.

SECTION 4.04. *Investments.* All moneys held in any of the funds or accounts established with the County Treasurer hereunder shall be invested in accordance with the investment policies of the County, as such policies exist at the time of investment. Obligations purchased as an investment of moneys in any fund or account shall be deemed to be part of such fund or account.

All interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder shall be deposited in the fund or account from which such investment was made, and shall be expended for the purposes thereof. The District agrees that all investments of amounts deposited in any fund or account created by or under this Resolution, or otherwise containing proceeds of the Refunding Bonds, shall be acquired and disposed of at the Fair Market Value thereof. For purposes of this Section 4.04, the term "Fair Market Value" shall mean, with respect to any investment, the price at which a willing buyer would purchase such investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Tax Code) and, otherwise, the term "Fair Market Value" means the acquisition price in a bona fide arm's length transaction (as described above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Tax Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Tax Code, or (iii) the investment is a United States Treasury Security - State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt.

ARTICLE V

OTHER COVENANTS OF THE DISTRICT

SECTION 5.01. *Punctual Payment.* The Board will direct the County to levy *ad valorem* taxes, as provided in Section 15250 of the Education Code, so as to enable the District to punctually pay, or cause to be paid, the principal of and interest on the Refunding Bonds, in conformity with the terms of the Refunding Bonds and of this Resolution. Nothing herein contained prevents the District from making advances of its own moneys howsoever derived to any of the uses or purposes permitted by law.

SECTION 5.02. *Books and Accounts; Financial Statement.* The District will keep, or cause to be kept, proper books of record and accounts, separate from all other records and accounts of the District in which complete and correct entries are made of all transactions relating to the expenditure of the proceeds of the Refunding Bonds. Such books of record and accounts shall at all times during business hours be subject to the inspection of the Paying Agent and the Owners of not less than 10% in aggregate principal amount of the Refunding Bonds then Outstanding, or their representatives authorized in writing.

SECTION 5.03. *Protection of Security and Rights of Refunding Bond Owners.* The District will preserve and protect the security of the Refunding Bonds and the rights of the Refunding Bond Owners, and will warrant and defend their rights against all claims and demands of all persons. Following the issuance of the Refunding Bonds by the District, the Refunding Bonds shall be incontestable by the District.

SECTION 5.04. *Tax Covenants.*

(a) Private Activity Bond Limitation. The District shall assure that the proceeds of the Refunding Bonds are not so used as to cause the Refunding Bonds to satisfy the private business tests of Section 141(b) of the Tax Code or the private loan financing test of Section 141(c) of the Tax Code.

(b) Federal Guarantee Prohibition. The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Refunding Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Tax Code.

(c) No Arbitrage. The District shall not take, or permit or suffer to be taken by the Paying Agent or the County or otherwise, any action with respect to the proceeds of the Refunding Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the Closing Date would have caused the Refunding Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Tax Code.

(d) Maintenance of Tax-Exemption. The District shall take all actions necessary to assure the exclusion of interest on the Refunding Bonds from the gross income of the Owners of the Refunding Bonds to the same extent as such interest is permitted to be excluded from gross income under the Tax Code as in effect on the Closing Date.

(e) Exemption from Rebate Requirement. The District is a governmental unit with the power to impose taxes of general applicability which, when collected, may be used for general purposes of the District; the Refunding Bonds are not private activity bonds within the meaning of section 141 of the Internal Revenue Code of 1986 (the "Code"); and ninety-five percent (95%) of the Net Sale Proceeds of the Refunding Bonds are to be used for local governmental activities of the District. The aggregate face amount (or, issue prices, in the case of issues with a net original issue discount or net original issue premium in excess of two percent (2%) of the principal amount of the issue, excluding original issue premium used for reasonable underwriter's compensation) of all tax-exempt obligations (other than private activity bonds as defined in section 141 of the Code) issued by the District, including all subordinate entities of the District and all entities which may issue obligations on behalf of the District, during the calendar year during which the Refunding Bonds are being issued, is not reasonably expected to exceed \$15,000,000, of which no more than \$5,000,000 is for other than the construction of public school facilities, excluding, however, that portion of current refunding obligations having a principal amount not in excess of the principal amount of the refunded obligation. By reason of the statements set forth in this subparagraph, the District will not rebate excess investment earnings, if any, to the federal government.

SECTION 5.05. *Continuing Disclosure.* The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate, which shall be executed by a District Representative and delivered on the Closing Date. Notwithstanding any other provision of this Resolution, failure of the District to comply with the

Continuing Disclosure Certificate does not constitute a default by the District hereunder or under the Refunding Bonds; however, any Participating Underwriter (as that term is defined in the Continuing Disclosure Certificate) or any holder or beneficial owner of the Refunding Bonds may, take such actions as may be necessary and appropriate to compel performance, including seeking mandate or specific performance by court order.

SECTION 5.06. *CDIAC Annual Reporting.* The District hereby covenants and agrees that it will comply with and the provisions of California Government Code Section 8855, subdivision (k) with respect to annual reporting to the California Debt and Investment Advisory Commission. Said reporting will occur at the times and include the types of information as set forth therein. Notwithstanding any other provision of this Resolution, failure of the District to comply with said reporting does not constitute a default by the District hereunder or under the Refunding Bonds.

SECTION 5.07. *Further Assurances.* The District will adopt, make, execute and deliver any and all such further resolutions, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of this Resolution, and for the better assuring and confirming unto the Owners of the Refunding Bonds of the rights and benefits provided in this Resolution.

ARTICLE VI

THE PAYING AGENT

SECTION 6.01. *Appointment of Paying Agent.* U.S. Bank National Association is hereby appointed the Paying Agent for the Refunding Bonds and, in such capacity, shall also act as registration agent and authentication agent for the Refunding Bonds. The Paying Agent undertakes to perform such duties, and only such duties, as are specifically set forth in this Resolution, and even during the continuance of an event of default with respect to the Refunding Bonds, no implied covenants or obligations shall be read into this Resolution against the Paying Agent.

The District may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor, if not the County Treasurer, shall be a bank or trust company doing business and having an office in the State of California, having (or if a member of a bank holding company system, its parent shall have) a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority. If such bank or trust company publishes a report of condition at least annually, pursuant to law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this Section 6.01 the combined capital and surplus of such bank or trust company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

The Paying Agent may at any time resign by giving written notice to the District and the Owners of such resignation. Upon receiving notice of such resignation, the District shall promptly appoint a successor Paying Agent by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a successor Paying Agent shall become effective upon acceptance of appointment by the successor Paying Agent.

SECTION 6.02. *Paying Agent May Hold Refunding Bonds.* The Paying Agent may become the Owner of any of the Refunding Bonds in its own or any other capacity with the same rights it would have if it were not Paying Agent.

SECTION 6.03. *Liability of Agents.* The recitals of facts, covenants and agreements herein and in the Refunding Bonds contained shall be taken as statements, covenants and agreements of the District, and the Paying Agent assumes no responsibility for the correctness of the same, nor makes any representations as to the validity or sufficiency of this Resolution or of the Refunding Bonds, nor shall incur any responsibility in respect thereof, other than as set forth in this Resolution. The Paying Agent shall not be liable in connection with the performance of its duties hereunder, except for its own negligence or willful default.

In the absence of bad faith, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates or opinions furnished to the Paying Agent and conforming to the requirements of this Resolution. The Paying Agent shall not be liable for any error of judgment made in good faith by a responsible officer in the absence of the negligence of the Paying Agent.

No provision of this Resolution shall require the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers, if it shall have reasonable grounds for believing that repayment of such funds or adequate indemnity against such risk or liability is not reasonably assured to it.

The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys and the Paying Agent shall not be responsible for any misconduct or negligence on the part of any agent or attorney appointed with due care by it hereunder.

SECTION 6.04. *Notice to Agents.* The Paying Agent may rely and shall be protected in acting or refraining from acting upon any notice, resolution, request, consent, order, certificate, report, warrant, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or proper parties. The Paying Agent may consult with counsel, who may be of counsel to the District, with regard to legal questions, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith.

Whenever in the administration of its duties under this Resolution the Paying Agent shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of bad faith on the part of the Paying Agent, be deemed to be conclusively proved and established by a certificate of the District, and such certificate shall be full warrant to the Paying Agent for any action taken or suffered under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable.

SECTION 6.05. *Compensation; Indemnification.* The District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of their attorneys, agents and employees, incurred in and about the performance of their powers

and duties under this Resolution. The District further agrees to indemnify and save the Paying Agent harmless against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

ARTICLE VII

REMEDIES OF REFUNDING BOND OWNERS

SECTION 7.01. *Remedies of Refunding Bond Owners.* Any Owner shall have the right, for the equal benefit and protection of all Owners similarly situated:

(a) by mandamus, suit, action or proceeding, to compel the District and its members, officers, agents or employees to perform each and every term, provision and covenant contained in this Resolution and in the Refunding Bonds, and to require the carrying out of any or all such covenants and agreements of the District and the fulfillment of all duties imposed upon it;

(b) by suit, action or proceeding in equity, to enjoin any acts or things which are unlawful, or the violation of any of the Owners' rights; or

(c) upon the happening and continuation of any default by the District hereunder or under the Refunding Bonds, by suit, action or proceeding in any court of competent jurisdiction, to require the District and its members and employees to account as if it and they were the trustees of an express trust.

SECTION 7.02. *Remedies Not Exclusive.* No remedy herein conferred upon the Owners of Refunding Bonds shall be exclusive of any other remedy and that each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or thereafter conferred on the Owners.

ARTICLE VIII

AMENDMENT OF THIS RESOLUTION

SECTION 8.01. *Amendments Effective Without Consent of the Owners.* The Board may amend this Resolution from time to time, without the consent of the Owners of the Refunding Bonds, for any one or more of the following purposes:

(a) To add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(b) To confirm, as further assurance, any pledge under, and to subject to any lien or pledge created or to be created by, this Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;

(c) To cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution, in a manner which does not materially

adversely affect the interests of the Refunding Bond Owners in the opinion of Bond Counsel filed with the District; or

(d) To make such additions, deletions or modifications as may be necessary or desirable to assure exemption from federal income taxation of interest on the Refunding Bonds.

SECTION 8.02. *Amendments Effective With Consent of the Owners.* The Board may amend this Resolution from time to time for any purpose not set forth in Section 8.01, with the written consent of the Owners of a majority in aggregate principal amount of the Refunding Bonds Outstanding at the time such consent is given.

Any of the following amendments of this Resolution may be made only with the prior written consent of the Owners or all Outstanding Bonds: (a) a change in the terms of maturity of the principal of any Outstanding Refunding Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, (b) a reduction of the percentage of Refunding Bonds the consent of the Owners of which is required to effect any such modification or amendment, (c) a change in the provisions of Section 7.01 relating to Events of Default, or (d) a reduction in the amount of moneys pledged for the repayment of the Refunding Bonds.

ARTICLE IX

MISCELLANEOUS

SECTION 9.01. *Benefits of Resolution Limited to Parties.* Nothing in this Resolution, expressed or implied, gives any person other than the District, the County, the Paying Agent or the Owners of the Refunding Bonds, any right, remedy, claim under or by reason of this Resolution. The covenants, stipulations, promises or agreements in this Resolution are for the sole and exclusive benefit of the Owners of the Refunding Bonds.

SECTION 9.02. *Defeasance of Refunding Bonds.*

(a) Discharge of Resolution. Refunding Bonds may be paid by the District in any of the following ways, provided that the District also pays or causes to be paid any other sums payable hereunder by the District:

- (i) by paying or causing to be paid the principal or redemption price of and interest on such Refunding Bonds, as and when the same become due and payable;
- (ii) by irrevocably depositing, in trust, at or before maturity, money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem such Refunding Bonds; or
- (iii) by delivering such Refunding Bonds to the Paying Agent for cancellation by it.

If the District pays all Outstanding Refunding Bonds and also pays or causes to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District (evidenced by a certificate of a District Representative filed with the Paying Agent, signifying the intention of the District to discharge all such indebtedness and this Resolution), and notwithstanding that any Refunding Bonds have not been surrendered for payment, this Resolution and other assets made under this Resolution and all covenants, agreements and other obligations of the District under this Resolution shall cease, terminate, become void and be completely discharged and satisfied, except only as provided in Section 9.02(b). In that event, upon request of the District, the Paying Agent shall cause an accounting for such period or periods as may be requested by the District to be prepared and filed with the District and shall execute and deliver to the District all such instruments as may be necessary to evidence such discharge and satisfaction, and the Paying Agent shall pay over, transfer, assign or deliver to the District all moneys or securities or other property held by it under this Resolution which are not required for the payment or redemption of Refunding Bonds not theretofore surrendered for such payment or redemption.

(b) Discharge of Liability on Refunding Bonds. Upon the deposit, in trust, at or before maturity, of money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem any Outstanding Refunding Bond (whether upon or prior to its maturity or the redemption date of such Refunding Bond), provided that, if such Refunding Bond is to be redeemed prior to maturity, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, then all liability of the District in respect of such Refunding Bond shall cease and be completely discharged, except only that thereafter the Owner thereof shall be entitled only to payment of the principal of and interest on such Refunding Bond by the District, and the District shall remain liable for such payment, but only out of such money or securities deposited with the Paying Agent as aforesaid for such payment, provided further, however, that the provisions of Section 9.02(d) shall apply in all events.

The District may at any time surrender to the Paying Agent for cancellation by it any Refunding Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Refunding Bonds, upon such surrender and cancellation, shall be deemed to be paid and retired.

(c) Deposit of Money or Securities with Paying Agent. Whenever in this Resolution it is provided or permitted that there be deposited with or held in trust by the Paying Agent money or securities in the necessary amount to pay or redeem any Refunding Bonds, the money or securities so to be deposited or held may include money or securities held by the Paying Agent in the funds and accounts established under this Resolution and shall be:

(i) lawful money of the United States of America in an amount equal to the principal amount of such Refunding Bonds and all unpaid interest thereon to maturity, except that, in the case of Refunding Bonds which are to be redeemed prior to maturity and in respect of which notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, the amount to be deposited or held shall be the principal amount or redemption price of such Refunding Bonds and all unpaid interest thereon to the redemption date; or

(ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant delivered to the District, will provide money sufficient to pay the principal or redemption

price of and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Refunding Bonds to be paid or redeemed, as such principal or redemption price and interest become due, provided that, in the case of Refunding Bonds which are to be redeemed prior to the maturity thereof, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice.

(d) Payment of Refunding Bonds After Discharge of Resolution. Notwithstanding any provisions of this Resolution, any moneys held by the Paying Agent in trust for the payment of the principal or redemption price of, or interest on, any Refunding Bonds and remaining unclaimed for two years after the principal of all of the Refunding Bonds has become due and payable (whether at maturity or upon call for redemption or by acceleration as provided in this Resolution), if such moneys were so held at such date, or two years after the date of deposit of such moneys if deposited after said date when all of the Refunding Bonds became due and payable, shall, upon request of the District, be repaid to the District free from the trusts created by this Resolution, and all liability of the Paying Agent with respect to such moneys shall thereupon cease; *provided, however*, that before the repayment of such moneys to the District as aforesaid, the Paying Agent may (at the cost of the District) first mail to the Owners of all Refunding Bonds which have not been paid at the addresses shown on the Registration Books a notice in such form as may be deemed appropriate by the Paying Agent, with respect to the Refunding Bonds so payable and not presented and with respect to the provisions relating to the repayment to the District of the moneys held for the payment thereof.

SECTION 9.03. *Execution of Documents and Proof of Ownership by Refunding Bond Owners.* Any request, declaration or other instrument which this Resolution may require or permit to be executed by Refunding Bond Owners may be in one or more instruments of similar tenor, and shall be executed by Refunding Bond Owners in person or by their attorneys appointed in writing.

Except as otherwise herein expressly provided, the fact and date of the execution by any Refunding Bond Owner or his attorney of such request, declaration or other instrument, or of such writing appointing such attorney, may be proved by the certificate of any notary public or other officer authorized to take acknowledgments of deeds to be recorded in the state in which he purports to act, that the person signing such request, declaration or other instrument or writing acknowledged to him the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer.

Except as otherwise herein expressly provided, the ownership of registered Refunding Bonds and the amount, maturity, number and date of holding the same shall be proved by the Registration Books.

Any request, declaration or other instrument or writing of the Owner of any Refunding Bond shall bind all future Owners of such Refunding Bond in respect of anything done or suffered to be done by the District or the Paying Agent in good faith and in accordance therewith.

SECTION 9.04. *Waiver of Personal Liability.* No Board member, officer, agent or employee of the District shall be individually or personally liable for the payment of the principal of or interest on the Refunding Bonds; but nothing herein contained shall relieve any such Board member, officer, agent or employee from the performance of any official duty provided by law.

SECTION 9.05. *Non-Liability of County; Indemnification.* Notwithstanding anything stated to the contrary in this Resolution, the Refunding Bonds are not a debt of the County, including its Board, officers, officials, agents and employees, and the County, including its Board, officers, officials, agents and employees, has no obligation to repay the Refunding Bonds. Neither the County, nor its Board of Supervisors, nor any officer, official, agent or employee of the County, shall have any obligation or liability hereunder or in connection with the transactions contemplated hereby other than as specified in the Education Code. The Refunding Bonds, including the interest thereon, are payable solely from taxes levied under Section 15250 of the Education Code. The County has no responsibility and assumes no liability whatsoever arising from the expenditure of the proceeds of the Refunding Bonds by the District.

The County (including its officers, agents and employees) shall undertake only those duties of the County under this Resolution which are specifically set forth in this Resolution, and even during the continuance of an event of default with respect to the Refunding Bonds, no implied covenants or obligations shall be read into this Resolution against the County (including its officers, agents and employees).

The District further agrees to indemnify, defend and save the County (including its officers, agents and employees) harmless against any and all liabilities, costs, expenses, damages and claims which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

SECTION 9.06. *Destruction of Canceled Refunding Bonds.* Whenever in this Resolution provision is made for the surrender to the District of any Refunding Bonds which have been paid or canceled under the provisions of this Resolution, a certificate of destruction duly executed by the Paying Agent shall be deemed to be the equivalent of the surrender of such canceled Refunding Bonds and the District shall be entitled to rely upon any statement of fact contained in any certificate with respect to the destruction of any such Refunding Bonds therein referred to.

SECTION 9.07. *Partial Invalidity.* If any section, paragraph, sentence, clause or phrase of this Resolution shall for any reason be held illegal or unenforceable, such holding shall not affect the validity of the remaining portions of this Resolution. The District hereby declares that it would have adopted this Resolution and each and every other section, paragraph, sentence, clause or phrase hereof and authorized the issue of the Refunding Bonds pursuant thereto irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Resolution may be held illegal, invalid or unenforceable. If, by reason of the judgment of any court, the District is rendered unable to perform its duties hereunder, all such duties and all of the rights and powers of the District hereunder shall be assumed by and vest in the chief financial officer of the District in trust for the benefit of the Refunding Bond Owners.

SECTION 9.08. *Execution of Documents.* Each District Representative and any and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Refunding Bonds. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

SECTION 9.09. *Effective Date of Resolution.* This Resolution shall take effect from and after the date of its passage and adoption.

* * * * *

PASSED AND ADOPTED this 7th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Education
Pacific Grove Unified School District
Monterey County, California

ATTEST:

Clerk of the Board of Education
Pacific Grove Unified School District
Monterey County, California

EXHIBIT A

FORM OF BOND

REGISTERED BOND NO. _____

\$_____

PACIFIC GROVE UNIFIED SCHOOL DISTRICT (Monterey County, California) 2017 GENERAL OBLIGATION REFUNDING BOND

INTEREST RATE:	MATURITY DATE:	DATED DATE:	CUSIP:
-----------------------	-----------------------	--------------------	---------------

_____% per annum

REGISTERED OWNER:**PRINCIPAL AMOUNT:**

The PACIFIC GROVE UNIFIED SCHOOL DISTRICT (the "District"), located in Monterey County, California (the "County"), for value received, hereby promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon, calculated on a 30/360 day basis, until the Principal Amount is paid or provided for, at the Interest Rate stated above, such interest to be paid on February 1 and August 1 of each year, commencing February 1, 2018 (the "Interest Payment Dates"). This Bond will bear interest from the Interest Payment Date next preceding the date of authentication hereof, unless (a) it is authenticated as of a business day following the 15th day of the month immediately preceding any Interest Payment Date and on or before such Interest Payment Date, in which event it shall bear interest from such Interest Payment Date, or (b) it is authenticated on or before January 15, 2018, in which event it will bear interest from the Dated Date set forth above.

Principal, interest and redemption premium (if any) are payable in lawful money of the United States of America to the person in whose name this Bond is registered (the "Registered Owner") on the Bond registration books maintained by the Paying Agent, initially U.S. Bank National Association. Principal hereof and any redemption premium hereon are payable upon presentation and surrender of this Bond at the office of the Paying Agent. Interest hereon is payable by check mailed by the Paying Agent on each Interest Payment Date to the Registered Owner of this Bond by first-class mail at the address appearing on the Bond registration books at the close of business on the 15th day of the calendar month next preceding such Interest Payment Date (the "Record Date"); *provided, however*, that at the written request of the registered owner of Bonds in an aggregate principal amount of at least \$1,000,000, which written request is on file with the Paying Agent prior to any Record Date, interest on such Bonds shall be paid on each succeeding Interest Payment Date by wire transfer in immediately available funds to such account of a financial institution within the United States of America as specified in such written request.

This Bond is one of a series of \$_____ of Bonds issued for the purpose of raising money to refinance outstanding general obligation bond indebtedness of the District, issued under the provisions of Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California as in effect on the date of adoption hereof and as amended

hereafter and under a Resolution of the Board of Education of the District adopted on December 7, 2017 (the "Bond Resolution"), authorizing the issuance of the Bonds. This Bond and the issue of which this Bond is a part are payable as to both principal and interest from the proceeds of the levy of *ad valorem* taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount.

This Bond and the issue of which this Bond is a part are payable as to both principal and interest from the proceeds of the levy of *ad valorem* taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount. The principal of and interest and redemption premium, if any, on this Bond does not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents and employees thereof, and neither the County, the State of California, any of its political subdivisions, nor any of the officers, agents and employees thereof shall be liable hereon. In no event shall the principal of and interest and redemption premium, if any, on this Bond be payable out of any funds or properties of the District other than *ad valorem* taxes levied upon all taxable property in the District.

The Bonds of this issue are issuable only as fully registered Bonds in the denominations of \$5,000 or any integral multiple thereof. This Bond is exchangeable and transferable for Bonds of other authorized denominations at the office of the Paying Agent, by the Registered Owner or by a person legally empowered to do so, upon presentation and surrender hereof to the Paying Agent, together with a request for exchange or an assignment signed by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. Any tax or governmental charges shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this Bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

The Bonds maturing on or before August 1, 20__ are not subject to redemption prior to their respective stated maturities. The Bonds maturing on or after August 1, 20__ are subject to redemption prior to maturity as a whole, or in part among maturities on such basis as designated by the District and by lot within a maturity, at the option of the District, from any available source of funds, on August 1, 20__, and on any date thereafter, at a redemption price equal to 100% of the principal amount of Refunding Bonds to be redeemed together with accrued interest thereon to the date fixed for redemption, without premium.

[if applicable: The Bonds maturing on August 1 in each of the years ____ and ____ are Term Bonds which are subject to mandatory sinking fund redemption on August 1 in each of the years and in the respective principal amounts as set forth in the following tables, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption. If some but not all of the Term Bonds have been redeemed under the preceding paragraph, the aggregate principal amount of Term Bonds to be redeemed under this paragraph will be reduced on a pro rata basis in integral multiples of \$5,000, as designated under written notice filed by the District with the Paying Agent.

**Mandatory Sinking Fund Redemption of
Bonds Maturing August 1, ____**

Mandatory Sinking
Fund Redemption Date
(August 1)

Principal Amount
To be Redeemed

The Paying Agent shall give notice of the redemption of the Bonds at the expense of the District. Such notice shall specify: (a) that the Bonds or a designated portion thereof are to be redeemed, (b) the numbers and CUSIP numbers of the Bonds to be redeemed, (c) the date of notice and the date of redemption, (d) the place or places where the redemption will be made, and (e) descriptive information regarding the Bonds including the dated date, interest rate and stated maturity date. Such notice shall further state that on the specified date there becomes due and payable upon each Bond to be redeemed, the portion of the principal amount of such Bond to be redeemed, together with interest accrued to said date, the redemption premium, if any, and that from and after such date interest with respect thereto shall cease to accrue and be payable.

Notice of redemption shall be by registered or otherwise secured mail or delivery service, postage prepaid, to the registered owners of any Bonds designated for redemption at their addresses appearing on the Bond registration books, in every case at least 20 days, but not more than 60 days, prior to the redemption date; provided that neither failure to receive such notice nor any defect in any notice so mailed shall affect the sufficiency of the proceedings for the redemption of such Bonds.

Neither the District nor the Paying Agent will be required to transfer any Bond (a) during the period established by the Paying Agent for selection of Bonds for redemption or (b) with respect to a Bond which has been selected for redemption.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Bonds of this series, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Bonds are issued and secured. The owner of this Bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified, recited and declared that all acts and conditions required by the Constitution and laws of the State of California to exist, to be performed or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the Bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

This Bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been manually signed by the Paying Agent.

Unless this Bond is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the Fiscal Agent for registration of transfer, exchange, or payment, and any Bond issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest in this Bond.

IN WITNESS WHEREOF, the Pacific Grove Unified School District has caused this Bond to be executed by the facsimile signature of the President of its Board of Education, and attested by the facsimile signature of the Secretary of its Board of Education, all as of the date stated above.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By _____
President
Board of Education

Attest:

Secretary
Board of Education

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Bond Resolution referred to herein.

Date of Authentication:

U.S. Bank National Association,
as Paying Agent

By _____
Authorized Signatory

FORM OF ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto

(Name, Address and Tax Identification or Social Security Number of Assignee)

the within Bond and do(es) hereby irrevocably constitute and appoint _____, attorney, to transfer the same on the registration books of the Bond Registrar, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

Note: Signature(s) must be guaranteed by an eligible guarantor institution.

Note: The signature(s) on this Assignment must correspond with the name(s) as written on the face of the within Bond in every particular without alteration or enlargement or any change whatsoever.

SUBJECT: Approval of the 2017-18 First Interim Report

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve the 2017-18 First Interim Report.

BACKGROUND:

Under current state law, school districts are required to formally update and review their operating budgets at least twice per year. The First Interim Report reflects the results of operations through October 31, and must be approved by the Board and submitted to the County Office of Education no later than December 15 each year.

Coming up in March, the Board will review the Second Interim Report, which reflects the results of operations through January 31.

INFORMATION:

The attached First Interim Report indicates that, based on current information and projections, the District's General Fund will have a

- 1) positive ending fund balance,
- 2) positive cash flow, and
- 3) will be able to meet its financial obligations for the current year and subsequent two years.

With revenues of \$31,578,858 and expenditures of \$33,070,126, the General Fund is budgeted to run a net deficit of (\$1,491,268) for the current year. At year end, this deficit is expected to decrease by approximately \$300,000 to \$400,000 due to unspent budgets being placed into the ending fund balance. Items that have caused the deficit to increase are 1) the Portable Project is requiring expenditures of \$500,000 from the General Fund, and 2) the Proposition 39 Energy Efficiency program will have an expenditure of \$260,000.

Because the budgets for the previous three years have run a surplus, reserve levels have increased from 12.40% in 2013-14 to 17.40% last year. The District will easily be able to meet its minimum reserve requirement of 3.00%.

FISCAL IMPACT:

None

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____
District Superintendent or Designee

Date: _____

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 07, 2017

Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

_____ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

_____ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Nancy Bernahl

Telephone: 831-646-6516

Title: Fiscal Officer

E-mail: nbernahl@pgusd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2016-17) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	X	
		• Classified? (Section S8B, Line 3)	X	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

Fund 1 - General Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance - Rest	68,054	11,164	9,233	318,582	269,777	498,525	724,568
Beginning Fund Balance - Unre	4,789,783	4,418,268	3,377,908	3,220,119	3,416,235	4,742,364	4,663,312
Beginning Fund Balance	4,857,837	4,429,433	3,387,141	3,538,701	3,686,011	5,240,889	5,387,880
Revenues:							
LCFF Sources 8000	18,992,015	19,720,016	20,629,518	23,195,795	24,906,372	25,912,303	27,570,986
Federal Sources 8100	751,278	524,382	542,987	645,550	654,521	614,403	696,826
State Sources 8300	2,824,777	2,490,411	3,056,544	772,054	2,961,248	2,354,635	2,111,429
Local Sources 8600	1,473,621	1,520,750	1,584,081	1,406,262	1,361,147	1,612,235	1,199,617
Total Revenues	24,041,691	24,255,560	25,813,130	26,019,661	29,883,289	30,493,576	31,578,858
percent change	-3.0%	0.9%	6.4%	0.8%	14.8%	2.0%	3.6%
Expenditures:							
Certificated Salaries 1000	11,973,558	12,659,739	12,875,372	13,132,603	14,068,329	15,120,421	15,911,461
Classified Salaries 2000	3,960,209	4,216,422	4,586,236	4,674,971	5,060,143	5,478,317	5,643,677
Employee Benefits 3000	3,751,315	3,641,615	3,266,328	3,504,505	4,993,957	5,649,084	6,176,137
Books and Supplies 4000	1,036,377	1,081,470	967,149	901,729	1,059,566	1,098,576	1,913,825
Services and Other 5000	3,279,892	3,234,837	3,293,006	2,566,753	2,353,384	2,659,667	3,150,540
Capital Outlay 6000	4,114	4,113	16,643	42,806	56,843	178,164	12,529
Other Outgo 7000	289,806	288,310	545,782	954,598	683,204	251,056	261,957
Total Expenditures	24,295,271	25,126,506	25,550,516	25,777,964	28,275,427	30,435,285	33,070,126
percent change	4.7%	3.4%	1.7%	0.9%	9.7%	7.6%	8.7%
Surplus (Deficit)	(253,580)	(870,946)	262,613	241,697	1,607,862	58,291	(1,491,268)
Transfers In (Out)							
Fund 11 - Adult Education	(76,892)	(151,919)	(50,000)				
Fund 12 - Child Development			(2,437)		-		
Fund 13 - Cafeteria	(19,937)		(39,191)	(74,960)	(33,558)	(50,285)	(38,151)
Fund 14 - Deferred Maintenance							
Fund 20 - Postemployment B	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	
Other Sources (Uses) Bus	168					158,410	
Net Transfers In (Out)	(116,087)	(171,345)	(111,054)	(94,386)	(52,984)	88,699	(38,151)
Ending Fund Balance	4,488,171	3,387,141	3,538,700	3,686,012	5,240,889	5,387,880	3,858,460

Components of Ending Fund Balance

a Nonspendable - Revolving	5,000	5,000	5,000	5,000	5,000	5,000	5,000
b Restricted (restricted carryov	50,061	9,233	359,587	269,777	498,525	91,810	415,087
c Committed				181,342			
d Assigned							
Prop Tax Reserve (0.50%)	95,474				109,018	157,551	151,589
Basic Aid Reserve (3.00%)					790,340	945,304	909,532
Sick Leave Incentive Reser	60,000	60,000	60,000	60,000	40,000	40,000	40,000
Deferred Maintenance Reserve					2,975,150		780,097
STRS/PERS Reserve 2020-21						3,221,392	647,579
e 3% Resv for Econ Uncertain	750,392	758,936	769,847	776,171	822,855	926,824	909,575
Unassigned/Unappropriated	3,187,244	2,553,971	2,344,266	2,393,723			
subtotal Unrestricted Reserve	4,433,110	3,372,907	3,174,113	3,229,893	4,737,363	5,291,070	3,438,373
Undesignated Resv Percent	18.4%	13.3%	12.4%	12.5%	16.7%	17.4%	10.4%
Ending Fund Balance	4,488,171	3,387,141	3,538,700	3,686,012	5,240,889	5,387,880	3,858,460

Pacific Grove Unified School District

Fund 11 - Adult Education Fund

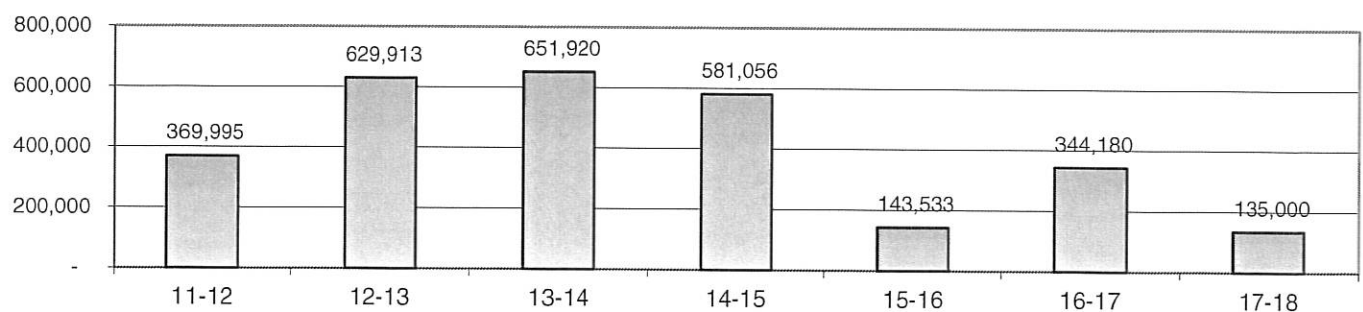
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	288,996	(4,597)	-	78,414	34,670	774,914	1,693,433
Revenues:							
Revenue Limit Sources 8000				581,056	143,533	344,180	135,000
Federal Revenue 8200	55,742	38,260	59,928	51,820	56,853	34,558	24,272
Other State Revenue 8091	293,103	477,994	601,920		1,174,241	1,354,433	1,186,588
Other Local Revenue 8600	524,808	473,064	461,691	441,702	504,988	546,770	553,355
Total Revenues	873,653	989,318	1,123,539	1,074,578	1,879,616	2,279,942	1,899,215
Expenditures:							
Certificated Salaries 1000	633,357	644,217	585,490	552,841	527,700	597,180	633,695
Classified Salaries 2000	239,069	238,896	277,685	326,129	318,428	351,803	401,309
Employee Benefits 3000	162,661	180,590	146,062	154,288	189,355	209,514	306,095
Books and Supplies 4000	114,225	39,218	58,372	46,140	51,860	165,189	290,998
Services & Other Oper 5000	46,663	33,720	27,515	38,924	43,803	37,736	154,648
Capital Outlay 6000					8,226		
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	1,195,975	1,136,641	1,095,124	1,118,322	1,139,372	1,361,423	1,786,745
Surplus (Deficit)	(322,322)	(147,323)	28,414	(43,744)	740,244	918,518	112,470
Transfers In - Fund 1 8900	76,892	151,919	50,000				
Ending Fund Balance	43,567	-	78,414	34,670	774,914	1,693,433	1,805,903

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted - Donations 9740						1,188,902	1,461,882
c) Committed 9750							
d) Assigned 9780						504,531	344,021
e) Unassigned/Unappropri 9790	43,567		78,414	34,670	774,914		
Ending Fund Balance	43,567	-	78,414	34,670	774,914	1,693,433	1,805,903

Fund 11 accounts for all the transactions related to the District's Adult Education program. The state has changed the way Adult Ed posts the apportionments, making it difficult to compare across years. Prior to 2008-09, Adult Ed received their apportionment directly from the state. In 2009-10, it became a Transfer-In from the General Fund. Then, in 2011-12, it was not transferred in, but posted from the General Fund into their Other State Revenue line item. In 2015-16, funding is posted directly to Fund 11.

Fund 11 - Transfers In From General Fund



Pacific Grove Unified School District

Fund 12 - Child Development Fund

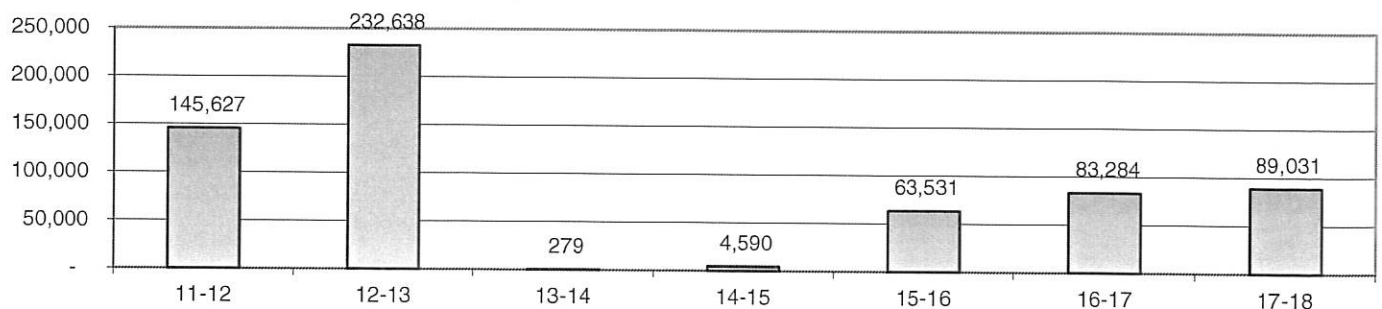
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	38,919	145,627	232,638	279	4,590	63,531	83,284
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8100							
State Revenue (Presch 8500	110,370	101,722	100,323	57,688	110,772	99,383	99,541
Local Revenue (BASRF 8600	384,587	395,144	358,484	351,578	381,508	418,184	432,528
Total Revenues	494,957	496,865	458,807	409,266	492,280	517,567	532,069
Expenditures:							
Certificated Salaries 1000	48,572	48,131	48,622	47,609	61,308	57,887	57,525
Classified Salaries 2000	219,954	229,282	240,802	244,552	257,864	263,017	256,315
Employee Benefits 3000	87,380	87,526	74,758	80,430	86,244	93,776	95,549
Books and Supplies 4000	9,457	4,978	7,750	8,365	5,327	6,667	17,925
Services & Other Oper: 5000	1,214	943	2,812	2,326	925	50,293	14,165
Capital Outlay 6000		17,323	297,188			4,503	63,170
Other Outgo 7100							
Indirect Costs 7300	21,672	21,672	21,672	21,672	21,672	21,672	21,672
Total Expenditures	388,249	409,854	693,604	404,955	433,340	497,814	526,321
Surplus (Deficit)	106,708	87,011	(234,796)	4,311	58,941	19,753	5,748
Transfers In from Fund 8900			2,437	-	-	-	-
Ending Fund Balance	145,627	232,638	279	4,590	63,531	83,284	89,031

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740	478						
c) Committed 9750							
d) Assigned 9780						83,284	89,031
e) Unassigned-Res for Ec 9789							
Unassigned/Unappropri 9790	145,149	232,641	279	4,590	63,531		
Ending Fund Balance	145,627	232,641	279	4,590	63,531	83,284	89,031

Fund 12 accounts for all the transactions related to the State Preschool program and the Before and After School Recreation Program (BASRP). In 2011-12, fees were raised which allowed the Fund to operate at a surplus. In 2013-14, Fund 12 paid for a new portable classroom to be located at Forest Grove Elementary School.

Fund 12 - Ending Fund Balance



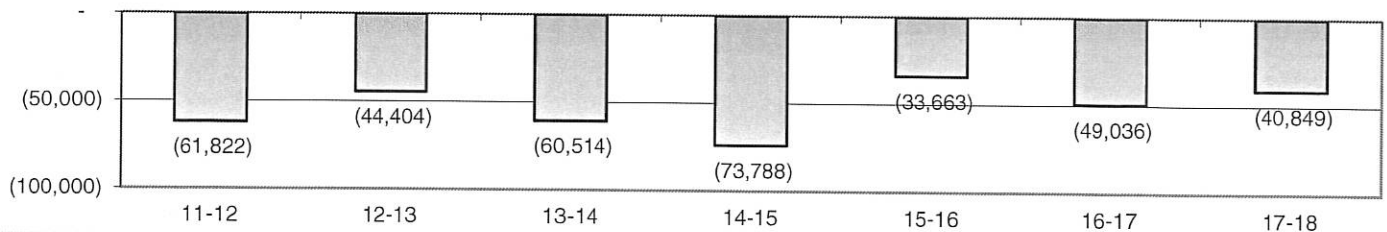
Fund 13 - Cafeteria Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	50,396	73,341	28,936	7,613	8,785	8,680	9,929
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8200	144,822	168,653	176,708	175,993	191,656	180,311	180,000
Other State Revenue 8500	12,436	15,136	13,499	14,030	14,314	12,680	28,326
Other Local Revenue 8600	306,631	320,592	320,781	329,385	367,914	393,762	390,000
Total Revenues	463,889	504,382	510,988	519,408	573,884	586,753	598,326
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000	209,886	223,631	241,199	255,853	257,521	270,631	272,556
Employee Benefits 3000	52,461	56,386	52,736	57,674	55,952	60,640	69,044
Supplies 4000	257,344	260,782	270,784	265,365	287,097	295,336	283,350
Services 5000	6,020	7,987	6,783	14,304	6,977	9,182	14,225
Capital Outlay 6000							
Other Outgo 7100							
Total Expenditures	525,711	548,786	571,502	593,197	607,547	635,789	639,175
Surplus (Deficit)	(61,822)	(44,404)	(60,514)	(73,788)	(33,663)	(49,036)	(40,849)
Transfers In - General F 8900	19,937		39,191	74,960	33,558	50,285	38,151
Ending Fund Balance	8,511	28,937	7,613	8,785	8,680	9,929	7,232

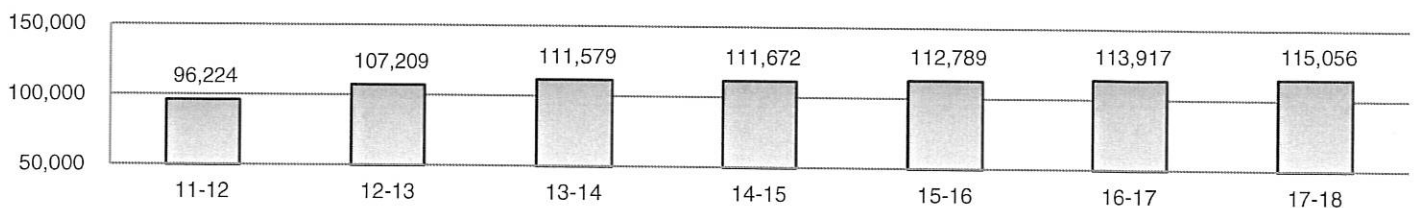
Components of Ending Fund Balance:

a) Nonspendable - Stores 9711	2,419	8,271	7,614	6,821	7,613	9,929	7,232
b) Restricted 9740		17,501			642		
c) Committed							
d) Assigned					425		
e) Unassigned/Unappropri 9790	6,092	3,164	-	1,964			
Ending Fund Balance	8,511	28,937	7,614	8,785	8,680	9,929	7,232

Fund 13 - Surplus (Deficit)



Meals Served



Pacific Grove Unified School District

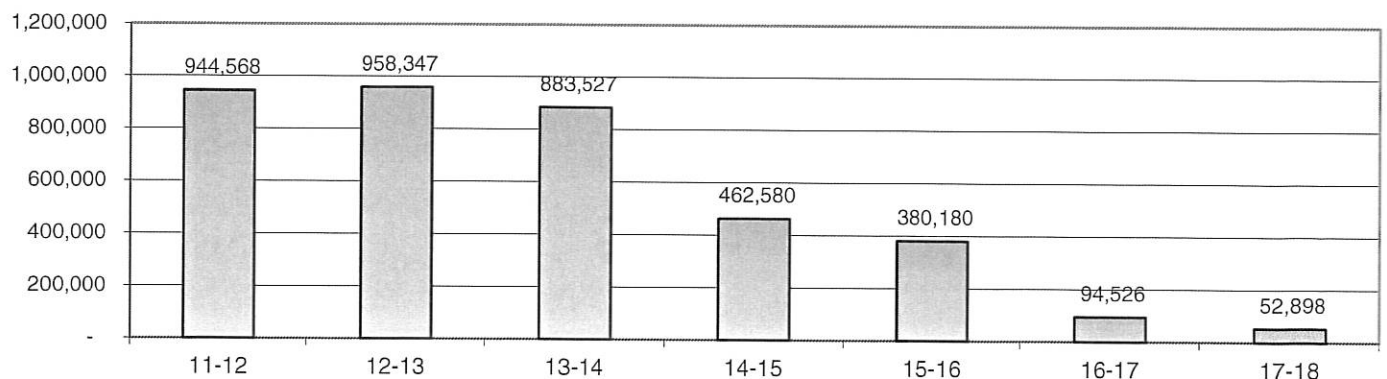
Fund 14 - Deferred Maintenance Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	915,189	944,568	958,347	883,527	462,580	380,180	94,526
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8590	94,947	94,713	93,372	93,372	93,372	93,372	93,372
Other Local Revenue 8660	6,304	4,957	3,290	3,262	3,372	2,948	3,000
Total Revenues	101,251	99,670	96,662	96,634	96,744	96,320	96,372
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4300	49,116	45,067	30,572	50,424	29,421	31,640	23,830
Services 5800	22,757	40,823	140,910	467,157	149,723	350,335	114,170
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	71,872	85,891	171,482	517,581	179,144	381,975	138,000
Surplus (Deficit)	29,379	13,779	(74,820)	(420,947)	(82,400)	(285,655)	(41,628)
Transfers In (Out) - to G 8900							
Ending Fund Balance	944,568	958,347	883,527	462,580	380,180	94,526	52,898

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780						94,526	52,898
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	944,568	958,347	883,527	462,580	380,180		
Ending Fund Balance	944,568	958,347	883,527	462,580	380,180	94,526	52,898

Fund 14 - Ending Fund Balance



Pacific Grove Unified School District

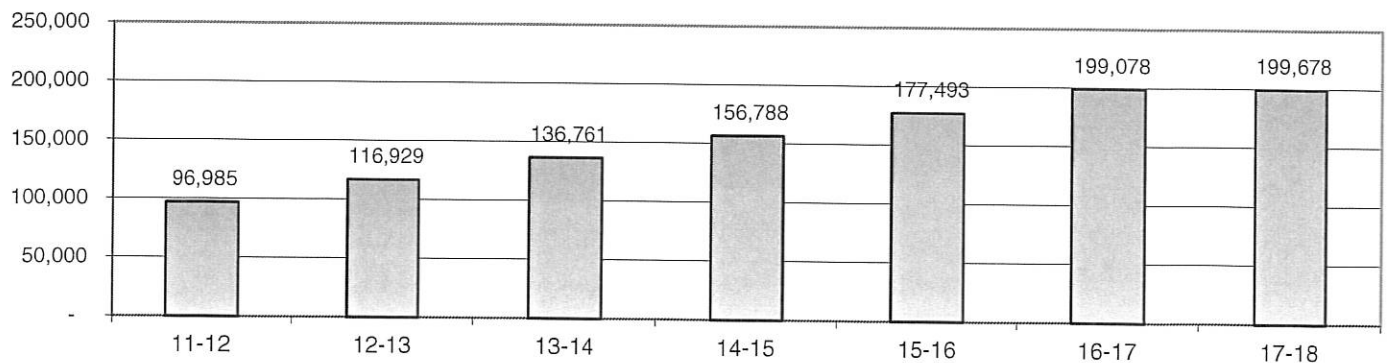
Fund 20 - Postemployment Benefits Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	77,147	96,985	116,928	136,761	156,788	177,493	199,078
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	413	518	407	600	1,279	2,160	600
Total Revenues	413	518	407	600	1,279	2,160	600
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000							
Services 5000							
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	-	-	-	-	-	-	-
Surplus (Deficit)	413	518	407	600	1,279	2,160	600
Transfers In (Out) - from 8900	19,426	19,426	19,426	19,426	19,426	19,426	
Ending Fund Balance	96,985	116,929	136,761	156,788	177,493	199,078	199,678

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned - Medigap 9780						199,078	199,678
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	96,985	116,929	136,761	156,788	177,493		
Ending Fund Balance	96,985	116,929	136,761	156,788	177,493	199,078	199,678

Fund 20 - Ending Fund Balance



Fund 21 - Building Fund (Education Technology)

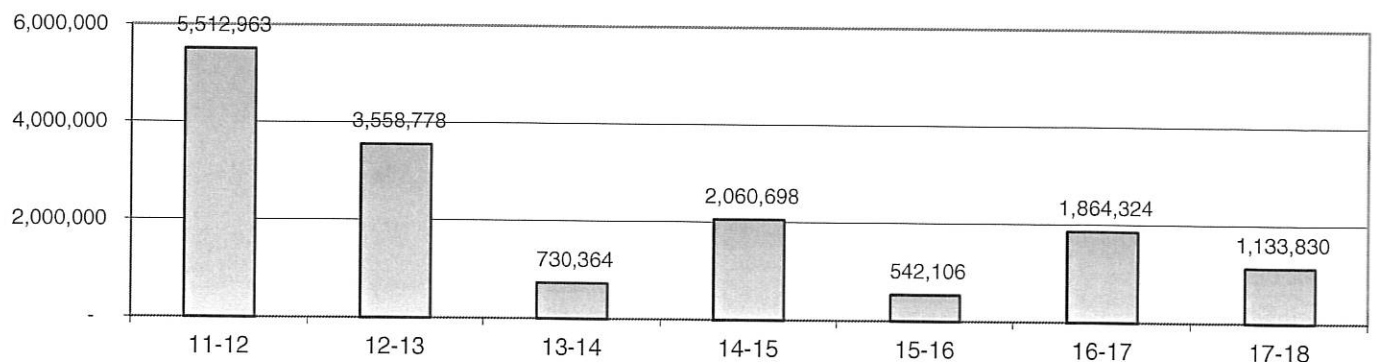
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	1,392,459	5,512,963	3,558,778	730,364	2,060,698	542,106	1,864,324
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	7,502,961	23,886	9,261	2,332,337	11,805	2,076,395	5,000
Total Revenues	7,502,961	23,886	9,261	2,332,337	11,805	2,076,395	5,000
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4400	521,190	252,385	101,593		884,678	161,231	568,852
Services 5800	17,385	35,666	31,805	7,200	178,721	134,492	66,642
Capital Outlay 6000	2,843,881	1,690,021	2,704,276	994,803	466,999	458,454	100,000
Other Outgo 7100							
Indirect Costs 7300							
Total Expenditures	3,382,456	1,978,072	2,837,675	1,002,003	1,530,398	754,177	735,494
Surplus (Deficit)	4,120,505	(1,954,186)	(2,828,413)	1,330,334	(1,518,592)	1,322,218	(730,494)
Transfers In (Out) 8900							
Ending Fund Balance	5,512,963	3,558,778	730,364	2,060,698	542,106	1,864,324	1,133,830

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780						1,864,324	1,133,830
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	5,512,963	3,558,778	730,364	2,060,698	542,107		
Ending Fund Balance	5,512,963	3,558,778	730,364	2,060,698	542,107	1,864,324	1,133,830

Fund 21 accounts for the revenues and expenditures associated with Measure A and Measure D Bonds.

Fund 21 - Ending Fund Balance



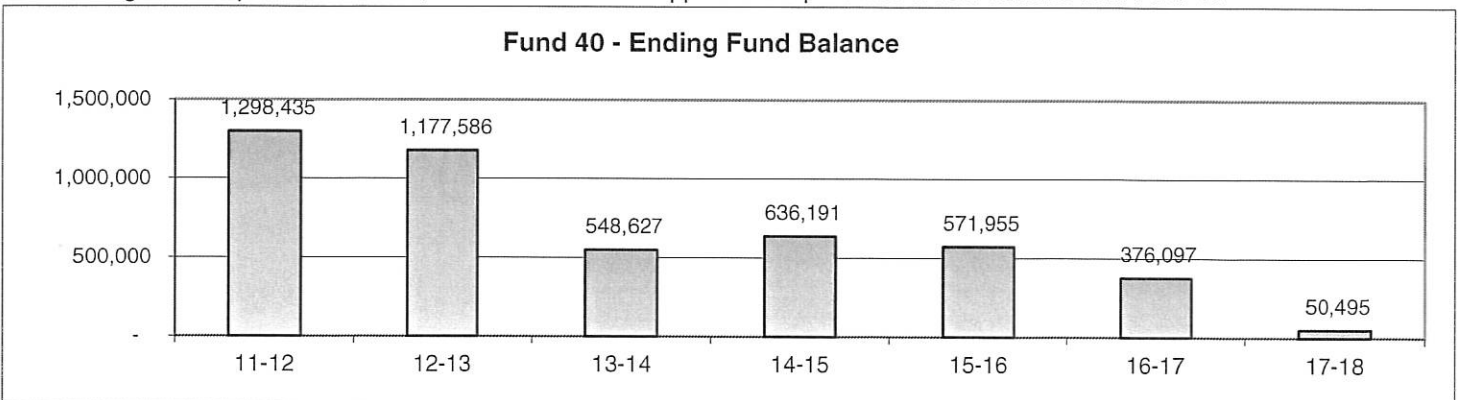
Fund 40 - Capital Outlay Projects Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Estimate
Beginning Fund Balance	1,124,728	1,298,435	1,177,586	548,627	636,191	571,955	376,097
Revenues:							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	187,032	244,036	345,477	229,409	276,678	285,922	300,067
Total Revenues	187,032	244,036	345,477	229,409	276,678	285,922	300,067
Expenditures:							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000	4,132	66,596	58,424	69,241	117,813	124,197	79,483
Services 5000	9,193	125,949	51,282	12,945	4,450	91,094	332,433
Capital Outlay - Equipm 6000		172,341	864,730	59,660	189,215	237,355	184,318
Other Outgo 7100							
Indirect Costs 7300					29,435	29,135	29,436
Total Expenditures	13,325	364,886	974,435	141,846	340,914	481,781	625,670
Surplus (Deficit)	173,707	(120,849)	(628,958)	87,564	(64,236)	(195,858)	(325,603)
Transfers In (Out) 8900							
Ending Fund Balance	1,298,435	1,177,586	548,627	636,191	571,955	376,097	50,495

Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780						376,097	50,495
e) Unassigned/Unappropri 9790	1,298,435	1,177,586	548,627	636,191	571,955		
Ending Fund Balance	1,298,435	1,177,586	548,627	636,191	571,955	376,097	50,495

Fund 40 includes revenues collected from David Avenue leases, expenditures authorized by the Board, and maintenance department expenses in excess of the program 6220 allocation. Certain revenues are being set aside for future repair of the High School track (\$116,000) and the stadium field (\$713,000 in 2023). Rents received from the Middle School PAC and the High School stadium are being held in specific improvement accounts. The Board approved \$500,000 to help with the cost of construction of the new High School pool. On March 7, 2013 the Board also approved the purchase of new vehicles from Fund 40.



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	27,218,660.00	27,213,997.00	2,478,060.13	27,570,986.00	356,989.00	1.3%
2) Federal Revenue		8100-8299	678,877.00	696,827.00	158,842.40	696,825.88	(1.12)	0.0%
3) Other State Revenue		8300-8599	1,737,405.00	2,111,430.00	157,594.16	2,111,428.97	(1.03)	0.0%
4) Other Local Revenue		8600-8799	941,015.00	1,184,823.00	211,005.38	1,199,617.21	14,794.21	1.2%
5) TOTAL, REVENUES			30,575,957.00	31,207,077.00	3,005,502.07	31,578,858.06		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	15,280,295.00	15,836,997.00	4,240,436.64	15,911,461.07	(74,464.07)	-0.5%
2) Classified Salaries		2000-2999	5,400,439.00	5,634,673.00	1,731,159.37	5,643,677.47	(9,004.47)	-0.2%
3) Employee Benefits		3000-3999	5,798,117.00	6,225,920.00	1,452,884.92	6,176,137.10	49,782.90	0.8%
4) Books and Supplies		4000-4999	1,026,711.00	1,641,070.00	430,031.17	1,913,824.99	(272,754.99)	-16.6%
5) Services and Other Operating Expenditures		5000-5999	2,564,328.00	2,638,596.00	938,674.95	3,150,540.07	(511,944.07)	-19.4%
6) Capital Outlay		6000-6999	12,529.00	12,529.00	12,528.83	12,528.83	0.17	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	216,045.00	283,629.00	(35,636.75)	283,629.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(21,672.00)	(21,941.00)	0.00	(21,672.00)	(269.00)	1.2%
9) TOTAL, EXPENDITURES			30,276,792.00	32,251,473.00	8,770,079.13	33,070,126.53		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			299,165.00	(1,044,396.00)	(5,764,577.06)	(1,491,268.47)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	42,382.00	57,578.00	0.00	38,151.32	19,426.68	33.7%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	3.00	0.00	0.00	(3.00)	100.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(42,382.00)	(57,575.00)	0.00	(38,151.32)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	135,000.00	135,000.00	0.00	135,000.00	0.00	0.0%
2) Federal Revenue		8100-8299	34,558.00	24,272.00	25,920.91	24,272.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,190,051.00	1,186,588.00	567,234.00	1,186,588.00	0.00	0.0%
4) Other Local Revenue		8600-8799	550,000.00	553,089.00	87,255.95	553,355.46	266.46	0.0%
5) TOTAL, REVENUES			1,909,609.00	1,898,949.00	680,410.86	1,899,215.46		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	618,559.00	650,467.00	174,316.66	633,694.68	16,772.32	2.6%
2) Classified Salaries		2000-2999	313,368.00	426,785.00	113,646.89	401,309.43	25,475.57	8.0%
3) Employee Benefits		3000-3999	228,742.00	271,717.00	59,263.20	305,095.08	(34,378.08)	-12.7%
4) Books and Supplies		4000-4999	168,124.00	290,732.00	108,163.34	290,998.02	(266.02)	-0.1%
5) Services and Other Operating Expenditures		5000-5999	75,000.00	154,648.00	37,580.00	154,647.76	0.24	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,403,793.00	1,794,349.00	492,970.09	1,786,744.97		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			505,816.00	104,600.00	187,440.77	112,470.49		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	98,836.00	99,541.00	38,399.00	99,541.00	0.00	0.0%
4) Other Local Revenue		8600-8799	375,000.00	379,358.00	131,879.05	432,528.09	53,170.09	14.0%
5) TOTAL REVENUES			473,836.00	478,899.00	170,278.05	532,069.09		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	57,525.00	57,525.00	15,617.98	57,525.00	0.00	0.0%
2) Classified Salaries		2000-2999	243,671.00	256,316.00	74,209.06	256,315.15	0.85	0.0%
3) Employee Benefits		3000-3999	94,007.00	95,552.00	26,024.95	95,549.07	2.93	0.0%
4) Books and Supplies		4000-4999	15,000.00	17,925.00	1,459.13	17,925.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,000.00	14,165.00	0.00	14,164.78	0.22	0.0%
6) Capital Outlay		6000-6999	10,000.00	10,000.00	(4,502.82)	63,170.09	(53,170.09)	-531.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	21,672.00	21,672.00	0.00	21,672.00	0.00	0.0%
9) TOTAL EXPENDITURES			443,875.00	473,155.00	112,808.30	526,321.09		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			29,961.00	5,744.00	57,469.75	5,748.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	180,000.00	180,000.00	16,255.98	180,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	32,006.00	28,326.00	1,317.89	28,326.00	0.00	0.0%
4) Other Local Revenue		8600-8799	390,000.00	390,000.00	91,100.00	390,000.00	0.00	0.0%
5) TOTAL, REVENUES			602,006.00	598,326.00	108,673.87	598,326.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	260,737.00	272,557.00	83,722.53	272,555.89	1.11	0.0%
3) Employee Benefits		3000-3999	70,225.00	69,046.00	20,248.35	69,043.97	2.03	0.0%
4) Books and Supplies		4000-4999	280,000.00	283,350.00	69,670.44	283,350.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	14,000.00	14,226.00	4,957.06	14,225.00	1.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			624,962.00	639,179.00	178,598.38	639,174.86		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(22,956.00)	(40,853.00)	(69,924.51)	(40,848.86)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	22,956.00	38,152.00	0.00	38,151.32	(0.68)	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			22,956.00	38,152.00	0.00	38,151.32		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	93,372.00	93,372.00	0.00	93,372.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,000.00	3,000.00	187.92	3,000.00	0.00	0.0%
5) TOTAL, REVENUES			96,372.00	96,372.00	187.92	96,372.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	30,000.00	23,831.00	1,250.84	23,830.05	0.95	0.0%
5) Services and Other Operating Expenditures		5000-5999	70,000.00	114,170.00	68,546.79	114,169.95	0.05	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			100,000.00	138,001.00	69,797.63	138,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,628.00)	(41,629.00)	(69,609.71)	(41,628.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	600.00	600.00	580.16	600.00	0.00	0.0%
5) TOTAL REVENUES			600.00	600.00	580.16	600.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			600.00	600.00	580.16	600.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	19,426.00	19,426.00	0.00	0.00	(19,426.00)	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			19,426.00	19,426.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,000.00	5,000.00	5,942.99	5,000.00	0.00	0.0%
5) TOTAL, REVENUES			5,000.00	5,000.00	5,942.99	5,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	450,000.00	568,852.00	117,233.46	568,851.59	0.41	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000.00	66,643.00	16,642.38	66,642.38	0.62	0.0%
6) Capital Outlay		6000-6999	100,000.00	100,000.00	0.00	100,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			600,000.00	735,495.00	133,875.84	735,493.97		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(595,000.00)	(730,495.00)	(127,932.85)	(730,493.97)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	230,000.00	230,000.00	56,192.81	300,067.30	70,067.30	30.5%
5) TOTAL, REVENUES			230,000.00	230,000.00	56,192.81	300,067.30		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	50,000.00	79,483.00	36,615.52	79,483.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000.00	332,434.00	(1,556.17)	332,433.38	0.62	0.0%
6) Capital Outlay		6000-6999	100,000.00	114,251.00	67,538.53	184,317.70	(70,066.70)	-61.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	29,436.00	29,436.00	29,435.00	29,436.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			229,436.00	555,604.00	132,032.88	625,670.08		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			564.00	(325,604.00)	(75,840.07)	(325,602.78)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

SUBJECT: Board Policies, Regulations and Exhibits Updates to Complaint Procedures- First and/or Final Read

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve or provide feedback on the revisions to Board Policies, Regulations and Exhibits concerning Complaints, as recommended by legal counsel.

INFORMATION:

Updates to the following policies, regulations and exhibits, as recommended by legal counsel:

- Policy 1312 Complaints Concerning the Schools
- Policy/Regulation/Exhibit 1312.1 Complaints Concerning Employees
- Policy/Regulation/Exhibit 1312.2 Complaints Concerning Instructional Materials
- Regulation/Exhibit 1312.4 Williams Uniform Complaint Procedures
- Policy/Regulation/Exhibit 4044 (previously numbered 4344) Employee Complaints

Changes include:

1. BP 1312 (Complaints Concerning the Schools): Legal references have been updated to reflect current law.
2. BP 1312.1 (Complaints Concerning Employees): Legal references have been updated to reflect current law.
3. AR 1312.1 (Complaints Concerning Employees): Revised AR 1312.1 for clarity and internal consistency with BP 1312.1. Added a deadline for filing an appeal.
4. E 1312.1 Checklist/Timeline for Complaints Concerning Employees: This is a new checklist added as an exhibit to BP 1312.1 and AR 1312.1.
5. BP 1312.2 (Complaints Concerning Instructional Materials): Legal references have been updated to reflect current law.
6. AR 1312.2 (Complaints Concerning Instructional Materials): Language added to the AR noting that anonymous complaints will not be accepted.
7. E 1312.2 (Complaints Concerning Instructional Materials): Added additional language requiring the complainant to indicate whether they are: a District employee; a District resident; or a parent/guardian. Added language noting that anonymous complaints will not be accepted. Revised the form to include a section for the District's internal use in noting relevant dates.

8. AR 1312.4 (Williams Uniform Complaint Procedures): Updated the AR to be consistent with the Education Code and the California Code of Regulations. Removed references to the Valenzuela/CAHSEE Intensive Instruction, as the authority for those requirements, Education Code section 37252, has been repealed. Legal references have been updated to reflect current law.
9. E 1312.4 (Williams Uniform Complaint Procedures—Notice to Parents/Guardians and Complaint Form): Updated the Williams Complaint Procedures—Notice to Parents/Guardians in order to ensure that it was consistent with AR 1312.4, the Education Code, and the California Code of Regulations.
10. BP 4044 (Employee Complaints): Legal references have been updated to reflect current law. Along with AR 4044 and E 4044, renumbered to clarify that policy applies to all District employees.
11. AR 4044 (Employee Complaints): Added a reference to AR 4044 regarding complaints that should be filed in accordance with the District's Uniform Complaint Procedures. Clarified and streamlined the informal/formal complaint processes.
12. E 4044 Checklist/Timeline for Employee Complaints: This is a new checklist added as an exhibit to BP 4044 and AR 4044.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Community Relations

Policy #1312

COMPLAINTS CONCERNING THE SCHOOLS

The Governing Board believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District procedures. District procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

Legal Reference:

[EDUCATION CODE](#)

[35146](#) - Closed sessions

[35160.5](#) - Requirement of school District policies: parental complaints re. employees

GOVERNMENT CODE

950-~~950.8~~[951](#) Actions against public employees

54957-54957.8 Closed sessions

CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600-~~4671~~[4687](#) - Uniform complaint procedures

Pacific Grove Unified School District

Community Relations

Policy #1312

COMPLAINTS CONCERNING THE SCHOOLS

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Legal Reference:

GOVERNMENT CODE

950-951 Actions against public employees

54957-54957.8 Closed sessions

CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600-4687 - Uniform complaint procedures

Pacific Grove Unified School District

Community Relations

Policy #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES Mandated Policy

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations that permit the public to submit complaints against District employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District will ~~not~~ investigate anonymous complaints so long as there is sufficient information to proceed and it is appropriate under the circumstances, unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

~~35146 Closed sessions~~

~~35160.5 Requirement for school District policies: parental complaints re empl.~~

44811 Disruption of public school activities

44932-44949 ~~Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)~~

48987 Child ~~a~~Abuse ~~g~~Guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

~~54957 Closes session; salaries of fringe benefits~~

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11166-11174.3 ~~-Child Abuse Neglect and Reporting Act~~~~Reporting known or suspected cases of child abuse~~

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

CODE OF REGULATIONS, TITLE 5

~~3080 Application of section 4600-4671~~

~~4600-4671-4687~~ Uniform Complaint Procedures

Management Resources:

~~CDE LEGAL ADVISORIES~~

~~CDE Child Abuse Reporting Procedures: Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at a school site:-~~

~~https://www.cde.ca.gov/ls/ss/ap/childabuserreporting.asp~~

Pacific Grove Unified School District

Community Relations

Policy #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES Mandated Policy

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Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11166-11174.3 Child Abuse Neglect and Reporting Act

WELFARE AND INSTITUTIONS CODE

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

Management Resources:

CDE Child Abuse Reporting Procedures: <https://www.cde.ca.gov/ls/ss/ap/childabusereporting.asp>

Pacific Grove Unified School District

Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Complaint Procedures

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the District and/or the individual, and whether it should be resolved by the District's process for complaints concerning personnel, other District policies and procedures, or both. The Superintendent or designee shall further determine whether a complaint should be investigated by District personnel or by an outside investigator. The District will investigate anonymous complaints so long as there is sufficient information to proceed and it is appropriate under the circumstances.

Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation. (See Policy #BP/ AR/ E 5141.4 Child Abuse Reporting Procedures)

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against District employees:

1. ~~Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.~~
2. ~~If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal. then the complainant shall follow the process set forth below.~~

2.

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Revised: December

7, 2017

Revised/Adopted:

May, 2002

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CSBA: 3/01

Pacific Grove Unified School District

Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

~~3.~~ All complaints related to District personnel other than administrators shall be initially submitted ~~in writing~~ to the principal or the employee's immediate supervisor. ~~If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.~~ Complaints related to a principal or central office administrator shall be initially filed ~~in writing~~ with the Superintendent or designee. Complaints related to a Board member or to the Superintendent shall be initially filed ~~in writing~~ with the Board.

~~23.~~ In all cases, the complainant is strongly encouraged to prepare the complaint in writing, but if he/she is unable or unwilling to do so, administrative staff may assist the complainant in preparing a written complaint.

~~34.~~ When a written complaint is received, the employee shall be notified within five working days or in accordance with collective bargaining agreements.

~~5. A written complaint must include:~~

~~a. The full name of each employee involved;~~

~~b. A brief but specific summary of the complaint and the facts surrounding it;~~

~~c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.~~

~~46.~~ To the extent necessary to investigate the complaint, The written complaint ~~will~~ may be shared with the employee.

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7, 2017Revised: DecemberRevised/Adopted:

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COMPLAINTS CONCERNING DISTRICT EMPLOYEES

5. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.

6. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Every effort should be made to resolve a complaint informally at the earliest possible stage.

Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, then the complainant shall follow the process set forth below.

Formal Complaint Procedure – Step 1

If a complaint has not been satisfactorily resolved informally, the complainant may file a written complaint with his/her immediate supervisor or principal. The written complaint should include a description of efforts to resolve the complaint informally and should specify the nature of the problem, including names, locations, witnesses, and the remedy sought by the employee.

Within **five working days** of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

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Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within **ten working days** after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within **five working days** of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within **five working days** of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within **ten working days** after the meeting.

Formal Complaint Procedure - Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Governing Board within **five working days** of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting after the appeal is filed.

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Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

~~7. Staff responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. The complainant and the employee shall be notified if completion of the investigation shall take longer than 30 days.~~

~~8. Within five days of the initial decision, Bboth the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 day after the initial decision. The complainant and the employee shall be notified if completion of the investigation by the Superintendent or designee shall take longer than 30 days. Parties should consider and accept the Superintendent's or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.~~

~~Within five days of the initial decision made by the Superintendent or designee related to a complaint against principal or ceentral office administrator, both the complainant and the employee against whom the complaint was made may appeal the initial decision to the Board, shall attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days of receipt of the appeal. The complainant and the employee shall be notified if completion of the investigation by the Board shall take longer than 30 days. Parties should consider and accept the Board's decision as final.~~

~~9. Before any Board consideration of an appealed complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not be limited to:~~

~~a. The full name of each employee involved.~~

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Revised: December

7, 2017

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Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

~~b. — A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.~~

~~c. — A copy of the signed original complaint.~~

~~d. — A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved~~resolved ~~and the reasons.~~

~~10. — The Board may uphold the Superintendent's decision without hearing the complaint. Following the hearing of a complaint, the Board may choose to take no further action, adopt the Superintendent or designee's decision as its own, or modify the Superintendent's or designee's decision as it determines.~~

~~11.~~ — All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence~~information~~.

~~12. — A closed session may be held to hear the complaint in accordance with the law. Complaints concerning an employee shall be heard in closed session of the Board unless the employee requests that the issue be addressed in open session.~~

~~13.~~ — Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than in closed session.

~~Following the hearing of a complaint, the Board may choose to uphold the Superintendent or designee's decision and take no further action, adopt the~~

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May, 2002

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Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Superintendent or designee's decision as its own, or modify the Superintendent's or designee's decision as it determines.

~~14.~~ The decision of the Board shall be final. A written decision will be provided by the Board within 30 ~~10~~ working days following the meeting at which the Board heard the complaint.

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Revised: December

May, 2002

Revised/Adopted:

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Pacific Grove Unified School District

Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES**Complaint Procedures**

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the District and/or the individual, and whether it should be resolved by the District's process for complaints concerning personnel, other District policies and procedures, or both. The Superintendent or designee shall further determine whether a complaint should be investigated by District personnel or by an outside investigator. The District will investigate anonymous complaints so long as there is sufficient information to proceed and it is appropriate under the circumstances.

Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation. (See Policy #BP/AR/E 5141.4 Child Abuse Reporting Procedures)

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against District employees:

1. All complaints related to District personnel other than administrators shall be initially submitted to the principal or the employee's immediate supervisor. Complaints related to a principal or central office administrator shall be initially filed with the Superintendent or designee. Complaints related to a Board member or to the Superintendent shall be initially filed with the Board.
2. In all cases, the complainant is strongly encouraged to prepare the complaint in writing, but if he/she is unable or unwilling to do so, administrative staff may assist the complainant in preparing a written complaint.
3. When a written complaint is received, the employee shall be notified within five working days or in accordance with collective bargaining agreements.
4. To the extent necessary to investigate the complaint, the written complaint may be shared with the employee.
5. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
6. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Pacific Grove Unified School District

Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Every effort should be made to resolve a complaint informally at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, then the complainant shall follow the process set forth below.

Formal Complaint Procedure – Step 1

If a complaint has not been satisfactorily resolved informally, the complainant may file a written complaint with his/her immediate supervisor or principal. The written complaint should include a description of efforts to resolve the complaint informally and should specify the nature of the problem, including names, locations, witnesses, and the remedy sought by the employee.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Governing Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting after the appeal is filed.

All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and

Pacific Grove Unified School District

Community Relations

Regulation #1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

present all available information.

Complaints concerning an employee shall be heard in closed session of the Board unless the employee requests that the issue be addressed in open session. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than in closed session.

Following the hearing of a complaint, the Board may choose to uphold the Superintendent or designee's decision and take no further action, adopt the Superintendent or designee's decision as its own, or modify the Superintendent's or designee's decision as it determines.

The decision of the Board shall be final. A written decision will be provided by the Board within 30 working days following the meeting at which the Board heard the complaint.

Pacific Grove Unified School District

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Exhibit 1312.1

This checklist/timeline provides information regarding the process for filing complaints against a Pacific Grove Unified School District employee. For additional information regarding Complaints Concerning District Employees, please consult Board Policy and Administrative Regulation 1312.1 available on the District website and in the front office of every school site.

CHECKLIST

- The Superintendent or designee will determine if a complaint should be resolved by the District's process for complaints concerning personnel, other District policies and procedures, or both.
- Every effort should be made to resolve the complaint informally at the earliest possible stage. If a complaint is not satisfactorily resolved informally, complainant may file a written complaint with the employee's immediate supervisor or principal. District will investigate complaint in accordance with timeline for Formal Complaint Procedures, below.
- The written complaint should include a description of efforts to resolve the complaint informally and should specify the nature of the problem, including names, locations, witnesses, and the remedy sought by the employee.
- Administrative staff will assist a complainant in preparing a written complaint if he or she is unable to do so.
- Complaints regarding a principal or office administrator shall be filed in writing to the Superintendent or designee.
- Complaints regarding a Board member or Superintendent shall be submitted in writing to the Board of Education.
- Complaints alleging child abuse or neglect against a District employee should be reported directly to Director of Human Resources at the District Office, 435 Hillcrest Avenue, Pacific Grove, California, and also should be reported to appropriate local authorities in accordance with the law.

TIMELINE FOR FORMAL COMPLAINT PROCEDURES

STEP 1:

- ☐ **WITHIN 5 WORKING DAYS OF RECEIPT OF COMPLAINT:** Immediate supervisor/principal conducts any necessary investigation and meets with complainant.
- ☐ **WITHIN 10 WORKING DAYS OF MEETING:** Immediate supervisor/principal presents parties with written answer.
- ☐ If not satisfactorily resolved at Step 1, complainant may proceed to Step 2.

Pacific Grove Unified School District**COMPLAINTS CONCERNING DISTRICT EMPLOYEES**Exhibit 1312.1

STEP 2:

- ☐ **WITHIN 5 WORKING DAYS OF ANSWER AT STEP 1:** Complainant files written complaint with Superintendent/designee.
- ☐ **WITHIN 5 WORKING DAYS OF RECEIPT OF COMPLAINT:** Superintendent/designee conducts any necessary investigation and meets with complainant.
- ☐ **WITHIN 10 WORKING DAYS AFTER MEETING:** Superintendent/designee presents parties with written answer.
- ☐ If not satisfactorily resolved at Step 2, complainant may proceed to Step 3.

STEP 3:

- ☐ **WITHIN 5 WORKING DAYS OF ANSWER AT STEP 2:** Complainant files written appeal to Governing Board
- ☐ **NEXT REGULARLY SCHEDULED BOARD MEETING AFTER APPEAL FILED:** Appeal hearing held by Board
- ☐ **WITHIN 30 WORKING DAYS OF APPEAL HEARING:** Board provides written decision to parties. Decision of Board is final.

Pacific Grove Unified School District

Community Relations

Policy #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other District residents.

The Superintendent or designee shall establish procedures that will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

Legal Reference:

EDUCATION CODE:

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000–60005 Instructional materials, legislative intent

60040–60052 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60212 Selection and adoption of materials

60226 Requirements for publishers and manufacturers

60400–60411 High school textbooks

60510–60511 Donation of sales of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Standards for Evaluation of Instructional Materials for Social Content, 2013 edition

WEB SITES

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

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of District; prescription and enforcement of rules

60003 Power of governing board to select instructional materials

Pacific Grove Unified School District

Community Relations

Policy #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS~~60040–60047 Content requirements for instructional materials~~~~60200–60206 Elementary school material—selection and adoption~~~~60260 Legislative intent for ordering instructional materials~~~~60262 Involvement of teachers, parents and community in instructional material selection~~~~60400–60404 Secondary school textbooks—selection and adoption~~~~Management Resources:~~~~PROGRAM ADVISORY~~~~1002.90 Selection of instructional materials, CIL: 90/91-02~~

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Policy #1312.2

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The Superintendent or designee shall establish procedures that will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

Legal Reference:

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Pacific Grove Unified School District**Community Relations****Regulation #1312.2**

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Complaints concerning instructional materials will be accepted only from staff, District residents, or the parents/guardians of children enrolled in a District school. [Anonymous complaints will not be accepted.](#)

Complaints must be presented in writing to the Principal/Department Head. Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item numbers. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the District, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the Principal will acknowledge its receipt and answer any questions regarding procedure. The ~~Principal~~ principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school or District shall not be restricted until final disposition has been made by the appropriate review committee.

A review committee shall be formed under the direction of the Superintendent or designee. The standing committee shall be composed of one-fourth administrators, one-fourth parents and one-half teachers.

In deliberating about challenged materials, the review committee shall consider the educational philosophy of the District; the professional opinions of other teachers of the subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within thirty days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than sixty days after the complaint was filed.

The report of the review committee together with the Superintendent or designee's recommendation may be brought to the Governing Board for information.

Pacific Grove Unified School District

Community Relations

Regulation #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**Appeal Procedure**

In the event a complainant finds the decision of the review committee and Superintendent unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting. The complainant must request the Board review in writing within thirty days of notification of the decision by the Superintendent.

When any challenged instructional material is reviewed by the District, it shall not be subject to any additional reconsideration for twelve months.

COUNTY OR STATE-ADOPTED MATERIAL

If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.

If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Pacific Grove Unified School District

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COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Complaints concerning instructional materials will be accepted only from staff, District residents, or the parents/guardians of children enrolled in a District school. Anonymous complaints will not be accepted.

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The report of the review committee together with the Superintendent or designee's recommendation may be brought to the Governing Board for information.

Appeal Procedure

Pacific Grove Unified School District

Community Relations

Regulation #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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When any challenged instructional material is reviewed by the District, it shall not be subject to any additional reconsideration for twelve months.

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If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.

If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

REDLINE
Pacific Grove Unified School District

Action/Discussion Item D

Community Relations

Complaint Form #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

~~CITIZEN'S~~ REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

TODAY'S DATE: _____

MATERIAL BEING CHALLENGED:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom where material was used: _____

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ DATE OF EDITION: _____

REQUEST RECEIVED BY: _____ Title: _____

Complainant is:

☐ District Employee

☐ District Resident

☐ Parent/Guardian

Anonymous complaints will not be accepted.

Citizen's Name: _____ Phone: _____

-

Citizen Represents: ~ Himself/Herself ~ Organization or Group _____

Name: _____

Phone: _____

Represents:

☐ Himself/Herself

☐ Organization or Group: _____

Pacific Grove Unified School District

Community Relations

Complaint Form #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words) Use additional pages if needed.

2. What do you feel would be the result of reading/viewing this material?

3. For what age group would you recommend this material?

4. Did you read/view the entire selection? ____ Percentage Read: ____

5. What would you like the school to do about this material?

- ☐ Do not assign it to my child.
☐ Withdraw it from all students.
☐ Re-evaluate it.

6. In its place, what work would you recommend?

Signature of ~~citizen~~ Complainant: _____

Action taken: _____

Date: _____

For District Use:

Request was received by: _____ Title: _____

Date request was received: _____

Date action was taken: _____

Community Relations

Exhibit #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

TODAY'S DATE: _____

MATERIAL BEING CHALLENGED:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom where material was used: _____

Complainant is:

☐ District Employee

☐ District Resident

☐ Parent/Guardian

Anonymous complaints will not be accepted.

Name: _____

Phone: _____

Represents:

☐ Himself/Herself

☐ Organization or Group: _____

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words) Use additional pages if needed.

2. What do you feel would be the result of reading/viewing this material?

3. For what age group would you recommend this material?

Community Relations

Exhibit #1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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5. What would you like the school to do about this material?

- ☐ Do not assign it to my child.
- ☐ Withdraw it from all students.
- ☐ Re-evaluate it.

6. In its place, what work would you recommend?

Signature of Complainant: _____

For District Use:

Request was received by: _____ Title: _____

Date request was received: _____

Date action was taken: _____

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Regulation #1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR §§4680-4683)

1. Instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments-. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment
 - a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code- 3518633426; 5 CCR § 4600)

Beginning of the year or semester means the first day classes necessary to serve all students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR § 4600)
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

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certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR § 4600)

3. Facilities

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

4. ~~Valenzuela/CAHSEE Intensive Instruction and Services Programs~~

~~A student was not offered or did not receive requested additional instruction and assistance towards passing the CAHSEE for up to two years after the completion of grade 12 or until he/she passes both parts of the CAHSEE, whichever comes first.~~

~~a. Pupils, including English learners, who have not passed one or both parts of the California High School Exit Examination (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first;~~

~~b. English learners, who have not passed one or both parts of the CAHSEE by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed, for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first; and~~

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

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~~e. Pupils, who have not passed one or both parts of the CAHSEE by the end of grade 12, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first. [JAD1]~~

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186; 5 CCR § 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR § 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR §§ 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code ~~36186~~35186; 5 CCR § 4686)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR section 4632. (Education Code 35186; 5 CCR § 4687)

Complaints and written responses shall be public records. (Education Code 35186; 5 CCR § 4686)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR § 4686)

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Regulation #1312.4

Forms and Notices

The Superintendent or designee shall ensure a complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR § 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR § 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

EDUCATION CODE:

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600–4687 Uniform complaint procedures

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Regulation #1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR §§4680-4683)

1. Instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment
 - a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 35186; 5 CCR § 4600)

Beginning of the year or semester means the first day classes necessary to serve all students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR § 4600)
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

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services position that the employee is not otherwise authorized by statute to hold.
(Education Code 35186; 5 CCR § 4600)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186; 5 CCR § 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR § 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR §§ 4680, 4685)

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Regulation #1312.4

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 35186; 5 CCR § 4686)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR section 4632. (Education Code 35186; 5 CCR § 4687)

Complaints and written responses shall be public records. (Education Code 35186; 5 CCR § 4686)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR § 4686)

Forms and Notices

The Superintendent or designee shall ensure a complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR § 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR § 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

EDUCATION CODE:

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**Community Relations****Regulation #1312.4**

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600–4687 Uniform complaint procedures

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Exhibit # 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. ~~Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.~~
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present
4. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the form from the California Department of Education.
4. ~~Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.~~

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Exhibit # 1312.4

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide ~~the~~your contact information below.

Response requested? ☐ Yes ☐ No

Date: _____

Name: _____

Address: _____

Phone Number: _____ Day: _____ Evening: _____

Email: _____

~~Issue~~Subject(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- ☐ A student lacks textbooks or instructional materials to use in class.
- ☐ A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☒ A student was provided photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:

- ☐ A semester begins and a certificated teacher is not assigned to teach the class.
- ☐ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in Administrative Regulation AR 1312.4.
- ☒ A school restroom has not been cleaned, maintained or kept open in accordance with Education Code 35292.5.

~~4. Valenzuela/CAHSEE Intensive Instruction and Services Programs:~~

- ~~☐ An eligible student was not offered and/or did not receive requested additional instruction and assistance towards passing the CAHSEE for up to two years after the completion of grade 12 or until he/she passes both parts of the CAHSEE, which ever comes first.~~

Please describe the ~~issue~~subject(s) of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**Community Relations**

Exhibit # 1312.4

Please file this complaint with the person specified below at the following location [JAD1]:

(principal or title of his/her designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**Community Relations**

Exhibit # 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES**NOTICE TO PARENTS/GUARDIANS:
COMPLAINT RIGHTS**

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present
4. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the form from the California Department of Education.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Community Relations

Exhibit # 1312.4

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide your contact information below.

Response requested? ☐ Yes ☐ No

Date: _____

Name: _____

Address: _____

Phone Number: _____ Day: _____ Evening: _____

Email: _____

Subjects(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- ☐ A student lacks textbooks or instructional materials to use in class.
- ☐ A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A student was provided photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:

- ☐ A semester begins and a certificated teacher is not assigned to teach the class.
- ☐ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in Administrative Regulation 1312.4.
- ☐ A school restroom has not been cleaned, maintained or kept open in accordance with Education Code 35292.5.

Please describe the subject(s) of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the person specified below at the following location:

Director of Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature

Date

Pacific Grove Unified School District~~Management and Confidential~~ PersonnelPolicy #4~~30~~44**COMPLAINTS**

The Governing Board recognizes the need for providing employees with a complaint process.

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The Superintendent or designee shall establish complaint procedures which allow employees to appeal to the Board.

Complaints shall be resolved in accordance with Administrative Regulation 43444044.

Legal Reference:

EDUCATION CODE

220-221.1 Prohibition of discrimination on the basis of sex

35186 Williams Uniform Complaint Procedures

44110-44114 Reporting by school employees of improper governmental activity

GOVERNMENT CODE

3543 Public school employees' rights

3543.1 Rights of employee organizations

53296 Definitions

53297 Filing a complaint

53298 Reprisals

53298.5 Violations; punishment

LABOR CODE

1102.5-1106 Whistleblower protections

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in district programs and activities

Pacific Grove Unified School District

Personnel

Policy #4044

COMPLAINTS

The Governing Board recognizes the need for providing employees with a complaint process.

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The Superintendent or designee shall establish complaint procedures which allow employees to appeal to the Board.

Complaints shall be resolved in accordance with Administrative Regulation 4044.

Legal Reference:

EDUCATION CODE

220-221.1 Prohibition of discrimination on the basis of sex

35186 Williams Uniform Complaint Procedures

44110-44114 Reporting by school employees of improper governmental activity

GOVERNMENT CODE

3543 Public school employees' rights

3543.1 Rights of employee organizations

53296 Definitions

53297 Filing a complaint

53298 Reprisals

53298.5 Violations; punishment

LABOR CODE

1102.5-1106 Whistleblower protections

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in district programs and activities

Pacific Grove Unified School District

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Regulation # ~~43444~~ 044

COMPLAINTS

Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary.

The following guidelines shall prescribe the manner in which employee complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the District's policies, regulations, rules or procedures.~~s. Complaints filed pursuant to this regulation include "whistleblower" complaints made by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety. (Government Code 53296.) Whistleblower complaints shall be filed under penalty of perjury. (Government Code 53297.)~~
~~Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination, the District's procedure for complaints concerning discrimination should be used.~~
2. For "whistleblower" complaints filed pursuant to Government Code section 53296 et seq., see Whistleblower Complaints, below.
3. Complaints alleging unlawful discrimination on any basis specified in the District's nondiscrimination policies including complaints of sexual harassment, shall be resolved in accordance with the District's procedures for complaints regarding discrimination in employment.

~~If a complaint involves sexual harassment, the initial complaint should be made directly to the offending employee's immediate supervisor. An employee is not required to resolve sexual harassment complaints with the offending person.~~
43. Complaints regarding the sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition shall be resolved in accordance with the District's Williams Uniform Complaint Procedures. (Education Code 35186)
54. Complaints regarding unlawful discrimination in District programs or the District's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the District's Uniform Complaint Procedures.
654. For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.
765. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
8. With the exception of whistleblower complaints filed pursuant to Government Code section 53296 et seq. (see Whistleblower Complaints, below), the District will investigate anonymous

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Regulation # ~~43444044~~

COMPLAINTS

complaints so long as there is sufficient information to proceed and it is appropriate under the circumstances.

~~976.~~ All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.

~~1087.~~ All documents, communications and records dealing with the complaint shall be placed in a District complaint file. No such material shall be placed in an employee's personnel file.

~~1198.~~ No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

12. In all cases, the complainant is strongly encouraged to prepare the complaint in writing, but if he/she is unable or unwilling to do so, administrative staff may assist the complainant in preparing a written complaint.

~~13209.~~ Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.

~~14310.~~ -Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Whistleblower Complaints Pursuant to Government Code § 53296 et seq.

Complaints filed pursuant to this Regulation include “whistleblower” complaints made by an employee or job applicant regarding an improper District activity including, but not limited to, an allegation of gross mismanagement a significant waste of funds, an abuse of authority, or a specific danger to public health or safety. (Government Code 53296)

Complaints made pursuant to Government Code section 53296 et seq. must be filed within 60 days of the date of the act or event which is the subject of the complaint. (Government Code 53297)
Whistleblower complaints shall be investigated and resolved in accordance with the timelines set forth in this Regulation.

Whistleblower complaints brought by employees may not be anonymous and shall be filed under penalty of perjury. (Government Code 53297)

Informal and Formal Complaint Procedures

Informal Complaints

Pacific Grove Unified School District

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COMPLAINTS

~~Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless until the employee has first attempted informal efforts to resolve the complaint informally, have been exhausted and the complainant has provided a written description of such efforts.~~

Every effort should be made to resolve a complaint informally at the earliest possible stage. Whenever possible, the complainant should communicate directly to the person(s) involved in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the person(s) involved, then the complainant shall follow the process set forth below.

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved ~~informally by informal procedures~~, the complainant may file a written complaint with ~~his/her the~~ immediate supervisor or principal. The written complaint should include a description of efforts to resolve the complaint informally and should specify the nature of the problem, including names, locations, witnesses, and the remedy sought by the employee.
~~within 60 days of the act or event which is the subject of the complaint. (Government Code 53297) (GOV CODE 53298) In the written complaint, the employee shall include a description of efforts to resolve the complaint informally and shall specify the nature of the problem, including names, locations, witnesses, the remedy sought by the employee. If an employee fails to file a written complaint within 60 days, and the complaint shall be considered resolved.~~

Within *five working days* of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within *ten working days* after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within *five working days* of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within *five working days* of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

Pacific Grove Unified School District~~Management and Confidential~~ PersonnelRegulation # ~~43444~~044**COMPLAINTS**

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within *ten working days* after the meeting.

Formal Complaint Procedure - Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Governing Board within *five working days* of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting ~~that falls at least 12-~~
~~days~~ after the appeal is filed. _

All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available information.

~~This hearing shall be held in closed session if the complaint relates to matters properly addressed in closed session.~~

~~The Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.~~

Complaints concerning an employee shall be heard in closed session of the Board unless the employee requests that the issue be addressed in open session. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than in closed session.

Following the hearing of a complaint, the Board may choose to uphold the Superintendent or designee's decision and take no further action, adopt the Superintendent or designee's decision as its own, or modify the Superintendent's or designee's decision as it determines.

The decision of the Board shall be final. A copy of the Board's written decision will be provided to all concerned parties within 30 working days following the meeting at which the Board heard the complaint.

Pacific Grove Unified School District

Personnel

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COMPLAINTS

Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary.

The following guidelines shall prescribe the manner in which employee complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the District's policies, regulations, rules or procedures.
2. For "whistleblower" complaints filed pursuant to Government Code section 53296 *et seq.*, see **Whistleblower Complaints**, below.
3. Complaints alleging unlawful discrimination on any basis specified in the District's nondiscrimination policies including complaints of sexual harassment, shall be resolved in accordance with the District's procedures for complaints regarding discrimination in employment.
4. Complaints regarding the sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition shall be resolved in accordance with the District's Williams Uniform Complaint Procedures. (Education Code 35186)
5. Complaints regarding unlawful discrimination in District programs or the District's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the District's Uniform Complaint Procedures.
6. For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.
7. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
8. With the exception of whistleblower complaints filed pursuant to Government Code section 53296 *et seq.* (see **Whistleblower Complaints**, below), the District will investigate anonymous complaints so long as there is sufficient information to proceed and it is appropriate under the circumstances.
9. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
10. All documents, communications and records dealing with the complaint shall be placed in a District complaint file. No such material shall be placed in an employee's personnel file.

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11. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
12. In all cases, the complainant is strongly encouraged to prepare the complaint in writing, but if he/she is unable or unwilling to do so, administrative staff may assist the complainant in preparing a written complaint.
13. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
14. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Whistleblower Complaints Pursuant to Government Code § 53296 et seq.

Complaints filed pursuant to this Regulation include “whistleblower” complaints made by an employee or job applicant regarding an improper District activity including, but not limited to, an allegation of gross mismanagement a significant waste of funds, an abuse of authority, or a specific danger to public health or safety. (Government Code 53296)

Complaints made pursuant to Government Code section 53296 *et seq.* must be filed within 60 days of the date of the act or event which is the subject of the complaint. (Government Code 53297)
Whistleblower complaints shall be investigated and resolved in accordance with the timelines set forth in this Regulation.

Whistleblower complaints brought by employees may not be anonymous and shall be filed under penalty of perjury. (Government Code 53297)

Informal and Formal Complaint Procedures

Informal Complaints

Every effort should be made to resolve a complaint informally at the earliest possible stage. Whenever possible, the complainant should communicate directly to the person(s) involved in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the person(s) involved, then the complainant shall follow the process set forth below.

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved informally, the complainant may file a written complaint with his/her immediate supervisor or principal. The written complaint should include a

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description of efforts to resolve the complaint informally and should specify the nature of the problem, including names, locations, witnesses, and the remedy sought by the employee.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Governing Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting after the appeal is filed.

All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available information.

Complaints concerning an employee shall be heard in closed session of the Board unless the employee requests that the issue be addressed in open session. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than in closed session.

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COMPLAINTS

Following the hearing of a complaint, the Board may choose to uphold the Superintendent or designee's decision and take no further action, adopt the Superintendent or designee's decision as its own, or modify the Superintendent's or designee's decision as it determines.

The decision of the Board shall be final. A copy of the Board's written decision will be provided to all concerned parties within 30 working days following the meeting at which the Board heard the complaint.

Pacific Grove Unified School District

EMPLOYEE COMPLAINT PROCESS

Exhibit 4044

This checklist/timeline provides information regarding the process for filing employee complaints. For additional information regarding employee complaints, please consult Board Policy and Regulation 4044 available on the District website, as well as the front office of every school site.

CHECKLIST

- For complaints alleging discrimination, please contact Human Resources for further information
- Complaints alleging sexual harassment should be filed with the offending employee's immediate supervisor. An employee is not required to attempt to resolve sexual harassment complaints directly with the offending employee.
- For complaints regarding the sufficiency of textbook materials, teacher vacancy or misassignment, or an urgent or emergency facility condition, please consult Board Policy and Regulation 1312.4.
- For complaints regarding working conditions or other subjects of negotiation, please use the grievance procedure specified in the applicable collective bargaining agreement.
- For "whistleblower complaints" filed pursuant to Government Code section 53296 et seq., please consult Board Policy and Regulation 4044.
- Every effort should be made to resolve the complaint informally at the earliest possible stage. If a complaint is not satisfactorily resolved informally, complainant may file a written complaint with the employee's immediate supervisor or principal. District will investigate complaint in accordance with timeline for Formal Complaint Procedures, below.

TIMELINE FOR FORMAL COMPLAINT PROCEDURES

STEP 1:

- ☐ **WITHIN 5 WORKING DAYS OF RECEIPT OF COMPLAINT:** Immediate supervisor/principal conducts any necessary investigation and meets with complainant.
- ☐ **WITHIN 10 WORKING DAYS OF MEETING:** Immediate supervisor/principal presents parties with written answer.

If not satisfactorily resolved at Step 1, complainant may proceed to Step 2.

STEP 2:

- ☐ **WITHIN 5 WORKING DAYS OF ANSWER AT STEP 1:** Complainant files written complaint with Superintendent/designee.
- ☐ **WITHIN 5 WORKING DAYS OF RECEIPT OF COMPLAINT:** Superintendent/designee conducts any necessary investigation and meets with complainant.

Pacific Grove Unified School District**EMPLOYEE COMPLAINT PROCESS**Exhibit 4044

- ☐ **WITHIN 10 WORKING DAYS AFTER MEETING:** Superintendent/designee presents parties with written answer.

- ☐ If not satisfactorily resolved at Step 2, complainant may proceed to Step 3.

STEP 3:

- ☐ **WITHIN 5 WORKING DAYS OF ANSWER AT STEP 2:** Complainant files written appeal to Governing Board
- ☐ **NEXT REGULARLY SCHEDULED BOARD MEETING AFTER APPEAL FILED:** Appeal hearing held by Board
- ☐ **WITHIN 30 WORKING DAYS OF APPEAL HEARING:** Board provides written decision to parties. Decision of Board is final.

SUBJECT: Pacific Grove High School Course Bulletin for the 2018-19 School Year

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 Course Bulletin for Pacific Grove High School for the 2018-19 School Year.

BACKGROUND:

Each year, the high school reviews the course descriptions, pre-requisites, and course offerings prior to student/parent registration held the last week in January. Courses are revised according to State standards and/or changing curriculum needs. In addition, courses that have had traditionally low turnout may be eliminated and replaced with courses that are deemed to be of more interest. At registration, student signups will be used as major criteria in deciding the final course offerings.

INFORMATION:

There have been numerous minor changes in this bulletin including the following:

- Biology will no longer have a prerequisite grade in math.
- Chemistry will be offered to sophomores who meet the math requirement.
- 2D Design is the new name for Introduction to Art to meet CTE pathways criteria
- Culinary Arts II/Restaurant and Commercial Food preparation has been renamed to match CTE pathways criteria.
- Earth and Space Systems will be offered this year and Marine Science will not be offered in accordance with the “every other year” pattern. There is discussion, however of offering Earth and Space every year henceforth, however.

More significant changes include the following:

Additional classes all pending CSU/UC approval:

- Honors English 3 (in addition to AP Language and AP Literature)
- Fundamentals of English – this class is the result of creating a model for struggling English students and would focus on reading and writing. There are still issues to resolve about whether this will be a class in addition to English 1 or would replace the course.
- AP Calculus BC – this course covers the first two semesters of calculus and moves at a quicker pace than Calculus AB which covers only one semester.
- AP Studio Art: 2D Design/Photography – this course will be taught concurrently with Photography II.
- Robotics Technology – this is a Capstone course (3rd year) for the Software and Systems Development pathway.
- Router Concepts – a fall semester course (MPC course: CSIS177) this is a Concentrator course (2nd year) for the Network and Cyber Security pathway. Efforts are underway to make this a dual-enrollment course with MPC and to fund the instructor through categorical funding specifically for these partnerships.

- Network Security – a spring semester course (MPC course: CSIS 198) this is a Concentrator course (2nd year) for the Network and Cyber Security pathway. Efforts are underway to make this a dual-enrollment course with MPC and to fund the instructor through categorical funding specifically for these partnerships.
- Medical Terminology – this is a Capstone course (3rd year) for the Patient Care pathway. Efforts are underway to make this a dual-enrollment course with MPC and to fund the instructor through categorical funding specifically for these partnerships.
- Culinary III: Culinary Entrepreneurship and Global Cuisine – this is a Capstone course (3rd year) for the Food Service and Hospitality pathway. Efforts are underway to make this a dual-enrollment course with MPC and to fund the instructor through categorical funding specifically for these partnerships.

Course Sequence Flow Charts have been revised:

- Science
- Math
- CTE Industry Pathways

The course bulletin is being designed with the assumption that many of these new courses will not end up being offered due to lack of student interest. It is also designed under a zero-sum paradigm that assumes that if students sign up for a new course, there will be a commensurate reduction of students signing up for a different course. If there is a significant increase of students for the 2018-19 school year, administration may ask for additional sections thereby increasing the chances to add courses, however.

FISCAL IMPACT:

Assuming that there is no significant increase in students for the 2018-19 school year, there is no fiscal impact.

There is a possibility given the additional funding through dual-enrollment courses, there could be a potential decrease in funding need if additional courses of this nature are added.

OPTIONS:

Give direction to staff to address areas of Board interest.

PACIFIC GROVE HIGH SCHOOL



COURSE BULLETIN

2017-2018

To view a copy of the Course Bulletin online:
pghs.pgusd.org/counseling

COURSE BULLETIN

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HIGH SCHOOL GRADUATION REQUIREMENTS

1. To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit** and complete 48 hours of **Community Service**.
2. **160 credits** must be **in the required subjects** listed below:
 - A. 40 credits (4 years) of **English**
 - B. 40 credits (4 years) of **Social Science**:
 - 10 credits **Geography** or **Honors Social Studies**
 - 10 credits **World History**
 - 10 credits **U.S. History**
 - 10 credits **Government & Economics**
 - C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science.)
 - D. 20 credits (2 years) of **Mathematics** (must include Integrated Math II or equivalent)
 - E. 20 credits (2 years) of required **Physical Education** (1 year will include health)
 - F. 10 credits (1 year) of **Fine Arts or Foreign Language**
 - G. 10 credits (1 year) of **Career Technical Education OR (1 year) Additional UC A-G approved course**
 - H. Completion of 70 credits of electives

I. **Extracurricular activities** – (optional) Students may receive a maximum of 10 credits for participating in the following PGHS extracurricular activities; sports, spirit squad, chorus, mock trial, play production, musical and ASB/Class officer, or TA.

For students who have not yet met health requirements, students may take health at PGHS or through an online health class off campus.

The required subjects listed above are for high school graduation. College entrance requirements are often different and additional. (See College Admissions section)

If you have any questions about college admissions or high school graduation requirements, please contact your student's counselor. Guidance Office Phone – (831) 646-6590, Ext. 277.

Class Standing

Completion of **50 credits** is required for **sophomore standing**.

Completion of **110 credits** is required for **junior standing**.

Completion of **170 credits** is required for **senior standing**.

COLLEGE ADMISSIONS

1. COMMUNITY COLLEGE REQUIREMENTS

www.cccco.edu

The following persons are eligible for admission:

1. High School graduates
2. Persons having attained their 18th birthday
3. Transfer students from other colleges upon presentation of satisfactory credentials

Counselors will assist qualified students in enrolling concurrently at Monterey Peninsula College in special academic and vocational programs, which are available to a limited number of students.

Monterey Peninsula College offers three kinds of programs of study:

1. Occupational Programs
2. Two-year Transfer Programs
3. Associate Degree Programs

2. **CALIFORNIA STATE UNIVERSITIES**
California State University System
Entrance Requirements
www.csumentor.edu

Admission to the state universities is dependent upon three factors:

1. High school grade point average in grades 10 and 11 in required courses listed below.
2. Scores on the American College Test (ACT) or Scholastic Aptitude Test (SAT.)
3. Fifteen courses will be taken during grades 9 - 12.
Students must earn a grade of "C" or higher in these courses.
 The specific a-g course requirements are:
 - a. 1 year each of U.S. History and World History
 - b. 4 years English (all courses must require frequent and regular practice in writing expository prose composition)
 - c. 3 years of mathematics (Algebra I, Algebra 2 and Geometry) or (Integrated Math I, II and III.)
 - d. 2 years of laboratory science (1 year life science and 1 year physical science)
 - e. 2 years foreign language
 - f. 1 year visual/performing arts
 - g. 1 year college preparatory elective (1 course to be chosen from history, advanced mathematics, laboratory science, foreign languages and fine arts.)

Test scores are required unless you have a grade point average above 3.0 *and* are a resident of California. The CSU uses a calculation called an [eligibility index](#) that combines your high school grade point average with the score you earn on either the SAT or ACT tests. Even if you have a GPA above 3.0, it is useful to take either an SAT or ACT as the score may indicate if you do not need to take English and math placement tests after you are admitted and before you enroll at the CSU.

While SAT/ACT test scores are not required to establish the admission eligibility of California residents with high school grade point averages of 3.00 or above impacted campuses and impacted first-time freshmen enrollment categories often include test scores among the supplemental criteria required of all applicants to those campuses and enrollment categories.

Students earning a grade point average below 2.00 are not eligible for admission.

State universities currently require applicants to file their application during the months of October and November. Applications after the closing period are considered only on a space available basis.

CALIFORNIA STATE COLLEGE
AND UNIVERSITY SYSTEM

Bakersfield	Pomona
Channel Islands	Northridge
Chico	Sacramento
Dominguez Hills	San Bernadino
Fresno	San Diego
Fullerton	San Francisco
East Bay	San Jose
Humboldt	San Luis Obispo
Long Beach	San Marcos
Los Angeles	Sonoma
Maritime Academy	Stanislaus
Monterey Bay	

3. **UNIVERSITY OF CALIFORNIA**
University of California Entrance Requirements
www.admission.universityofcalifornia.edu

A. Complete a minimum of 15 college-preparatory courses ("a-g" courses), with at least 11 finished prior to your senior year.

- a. 1 year each of U.S. History and World History
- b. 4 years English (all courses must require frequent and regular practice in writing expository prose composition)
- c. 3 years of mathematics (Algebra I, Algebra 2 and Geometry) or (Integrated Math I, II and III).
- d. 2 years of laboratory science (1 year life science and 1 year physical science)
- e. 2 years foreign language
- f. 1 year visual/performing arts
- g. 1 college preparatory elective (1 course to be chosen from history, advanced mathematics, laboratory science, foreign languages and fine arts.)

4. **PRIVATE (INDEPENDENT COLLEGES)**

Although there are differences among the private colleges and universities in entrance requirements, generally they expect students to satisfy the same subject pattern as the U.C. system. Students should check with their particular college choices for specific requirements.

ENGLISH

The following sequence of courses will be the English Department's offering for 2018-2019

. All students will be placed in appropriate English classes according to their level of reading and writing skills.

Grade 9	English 1	Honors English 1
Grade 10	English 2	Honors English 2
Grade 11	English 3	Honors English 3
Grade 11/12	AP Language	AP Literature
Grade 12	English 4 Literature of War	English 4 Poetry & Creative Writing
Grade 12	English 4 Dystopia	English 4 Project Based Research
Grade 12	English 4 Language, Literature & Law	English 4 Science Fiction
Grade 12	English 4 Literature & Dynamics of Social Justice	English 4 Sports Literature
Grade 12	English 4 Expository Reading & Writing Course	

COURSE ENGLISH 1

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION English 1 introduces students to the elements and forms of literature. This course stresses the development of reading and critical thinking skills necessary to gain appreciation of the various genres of literature. Major writing emphasis will include effective descriptive and expository paragraphs and essays, vocabulary development and a review of grammar and mechanical skills. *UC/CSU approved.*

COURSE HONORS ENGLISH 1

PREREQUISITE "A" or "B" in previous English class, advanced reading and writing skills, grades and test scores.

Entrance exam and/or teacher recommendation will be required.

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Honors English is designed for the advanced English student who wishes to refine his or her skills in preparation for more advanced classes such as Advanced Placement. This course will survey the four genres of literature (novel, play, poem and short story), review grammar and mechanical skills, and concentrate on the mastery of the critical essay. **A student must maintain a B- to earn Honors 2 recommendation.)** *UC/CSU approved.*

COURSE ENGLISH 2

GRADE LEVEL 10

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION English 2 introduces various literary genres and concentrates on improving student's writing skills. Major literary emphasis will be on the elements of short story, essay, biography, poetry, drama and the novel. Students will give special attention to the development of advanced reading and thinking skills necessary to gain better comprehension and appreciation of literary works. Writing emphasis will include expository and descriptive paragraphs, and analytical, persuasive and narrative essays. *UC/CSU approved.*

COURSE	<u>HONORS ENGLISH 2</u>
PREREQUISITE	Grade of “A” or “B” in Honors English 1 or grade of “A” in regular English or teacher recommendation.
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Honors English is designed for advanced college bound students. This course surveys drama, novels, short stories, and poetry in depth. This course stresses the development of critical writing and thinking skills. Work on special group projects and expository writing will enable students to analyze the way in which the works studied relate to themes and issues of the historical periods covered in class. <i>UC/CSU approved.</i>

COURSE	<u>ENGLISH 3</u>
GRADE LEVEL	11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	English 3 is a college prep course which surveys works of American literature. In addition, this course emphasizes the expression of individual opinion and of logical argument through expository writing. This course fosters individual growth in literacy. The students create projects that develop diverse reading, writing and speaking skills. <i>UC/CSU approval pending.</i>

COURSE	<u>HONORS ENGLISH 3</u>
GRADE LEVEL	11
LENGTH	1 year
PREREQUISITE	Grade of “A” or “B” in Honors English 2 or grade of “A” in regular English or teacher recommendation.
CREDIT	5 credits per semester
DESCRIPTION	Honors English is designed for advanced college bound students and will survey drama, novels, short stories, and poetry in depth. This course stresses the development of critical reading, writing, and thinking skills. Work on special projects and expository writing will enable students to analyze the way in which the works studied relate to themes and issues in American literature.

COURSE	<u>AP ENGLISH LANGUAGE</u>
PREREQUISITE	Grade of “A” or “B” in Honors English 2 or AP Literature or grade of “A” in regular English or teacher recommendation.
GRADE LEVEL	11/12
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	The AP English Language and Composition course is designed to help students become skilled readers of prose written in a variety of rhetorical contexts and to become skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course. Students may elect to take the national Advanced Placement exam in May with a chance of earning freshman English college credit. <i>UC/CSU approved.</i>

COURSE **AP ENGLISH LITERATURE**

PREREQUISITE Grade of “A” or “B” in Honors English 2 or AP Language or grade of “A” in regular English or teacher recommendation.

GRADE LEVEL 11/12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Advanced Placement English Literature is a one-year course offered to 11th or 12th grade students who show unusual skill in literature and composition. This course surveys drama, novels and poetry in depth, concentrating on the mastery of the critical essay as used in college writing. Students may elect to take the national Advanced Placement exam in May with a chance of earning freshman English college credit. *UC/CSU approved.*

COURSE **ENGLISH 4 EXPOSITORY READING AND WRITING**

GRADE LEVEL 12

LENGTH 1 year

CREDIT 10 credits

DESCRIPTION Expository Reading and Writing is a rigorous, rhetorically based, full-year college preparatory English course for high school seniors intending to enroll in a CSU. ERWC is designed to support college-readiness in English. The course’s 12 modules, which include a wide variety of nonfiction texts and some literature, emphasize the in-depth study of expository, analytical, and argumentative reading and writing. Students will analyze the interplay of rhetorical devices, vocabulary, and grammar in rich, college-level texts, and then use these same elements in their own expository and persuasive writing. Seniors who pass this class with a C or better can become exempt from taking remedial English and the CSU placement exam (EPT). *UC/CSU approved*

COURSE **ENGLISH 4 DYSTOPIA**

GRADE LEVEL 12

LENGTH 1 Semester

CREDIT 5 credits

DESCRIPTION This class will examine different visions of the potential future through comparing the same themes; free will, government control, and technology. The course will focus on critical thinking, expository writing, and argument. Students will develop reading, writing, speaking, and listening skills as they interpret major works of speculative and dystopian literature. *UC/CSU approval pending.*

COURSE **ENGLISH 4 LANGUAGE, LITERATURE, AND THE LAW**

Grade Level: 12

LENGTH 1 Semester

CREDIT 5 credits per semester

DESCRIPTION This course exposes students to literature and rhetoric that involve the theme of law and politics. Course readings will center on the legal tradition in the United States—how that tradition embeds itself into important works of literature and permeates the political process. The course will challenge students to analyze literature and to think critically about matters of rhetoric. It will also give them an opportunity practice writing arguments and giving speeches in mock courtroom settings. *UC/CSU pending.*

COURSE **ENGLISH 4 LITERATURE AND THE DYNAMICS OF SOCIAL JUSTICE**
GRADE LEVEL 12
LENGTH 1 Semester
CREDIT 5 credits
DESCRIPTION English 3/4 Literature and the Dynamics of Social Justice is a college prep course, which focuses on the study of literature, history, art, and film to examine issues of identity, membership in society, and the practice of promoting equal rights and fair treatment of all members of society. The course includes extensive reading of a variety of literary genres, in-depth discussion, and substantial practice in writing to encourage a critical examination of human behavior and choice. *UC/CSU approval pending.*

COURSE **ENGLISH 4 LITERATURE OF WAR**
GRADE LEVEL 12
LENGTH 1 Semester
CREDIT 5 credits
DESCRIPTION: Writing in the wake of the Civil War, poet Walt Whitman insisted that "the real war will never get in the books." Throughout history, the experience of war has fundamentally shaped the ways that societies think about themselves, their fellow citizens, and the world around them. War has also posed challenges of representation, both for those who fought as well as those who did not. This subject examines how the stories of war in poetry, literature, and popular culture have been told. Works will be pulled from various cultures to explore some of the ways that literature has dealt with the subject of war. *UC/CSU pending*

COURSE **ENGLISH 4 POETRY AND CREATIVE WRITING**
GRADE LEVEL 12
LENGTH 1 Semester
CREDIT 5 credits
DESCRIPTION This class is designed to cultivate in students an aesthetic appreciation for the beauty of language. Students will examine various poetic techniques and poetic forms while learning to read poetry with a critical eye. The course will also offer students a guided tour through several works of fiction, whereby students will learn to identify elements of fiction within works studied and later learn to use these elements in their own creations. Students **MUST** be willing to share the pieces they write, and must be open to constructive criticism. *UC/CSU approved.*

COURSE **ENGLISH 4 SCIENCE FICTION**
GRADE LEVEL 12
LENGTH 1 Semester
CREDIT 5 credits
 This semester-long course will explore the development of science fiction from Mary Shelley to the present day. Literature will focus on the problems and potential created by rapid advancement and technology. Students will develop their skills in critical reading, writing, and analysis. *UC/CSU pending.*

COURSE ENGLISH 4 SPORTS LITERATURE**GRADE LEVEL** 12**LENGTH** 1 Semester**CREDIT** 5 credits

DESCRIPTION The sports literature class primarily focuses on examining universal sports themes – gender equality, racism, perseverance and integrity. Literature includes core nonfiction works, poetry, essays, articles and novels that all have sports related themes. This class encourages students to seek connections between the literature they read and their own lives and the world around them. *UC/CSU approval pending.*

COURSE FUNDAMENTALS OF ENGLISH**PREREQUISITE** Enrollment by Placement Only**GRADE LEVEL** 9**LENGTH** 1 Year**CREDIT** 5 credits per semester

DESCRIPTION: This course is designed to help those students who are struggling with reading comprehension of grade-level texts and/or writing in response to grade-level texts. The course will address the fundamentals of English as a discipline, which will include: the explicit teaching of various reading strategies for both comprehension and analysis; an overview of the writing process with multiple opportunities for revision and editing; direct instruction writing organization for different writing types; the language/vocabulary of English; and fundamentals in grammar and sentence diagramming.

FOREIGN LANGUAGES

SPANISH

COURSE **SPANISH 1**
PREREQUISITE None
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION This introductory course uses communicative-based instruction to develop all four basic language skills: listening, speaking, reading and writing. Basic grammatical structures are presented along with vocabulary related to daily life and cultural topics. A variety of authentic language and cultural sources are integrated such as music, food, movies and magazines. *UC/CSU approved.*

COURSE **SPANISH 2**
PREREQUISITE Spanish 1 - Grade of "C" or better or teacher recommendation
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION This is an intermediate course which provides continued development and practice of the basic language skills: listening, speaking, reading and writing. More advanced grammatical structures are introduced and more emphasis is placed on extended conversation. Includes vocabulary related to daily life and cultural topics with varied units of study and conversational activities. *UC/CSU approved.*

COURSE **SPANISH 3**
PREREQUISITE Spanish 2 - Grade of "B" (80%) or better; or teacher recommendation
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Emphasis is on the further development of listening, speaking and writing skills. More advanced vocabulary and grammar study is coupled with more extended speaking in a variety of contexts such as oral reports and group discussion. More academic vocabulary is presented related to relevant topics such as personal relationships, hobbies and sports, and health along with more complex cultural topics such as an in-depth exploration of a Spanish-speaking country. *UC/CSU approved.*

COURSE **SPANISH 4**
PREREQUISITE Spanish 3 - Grade of "B" (80%) or better; or teacher recommendation
GRADE LEVEL 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION This is an advanced course which focuses on developing language skills in academic settings. Relevant topics are explored including personal relationships, technology and the environment. Reading selections come from authentic sources such as Spanish literature and newspaper articles. More advanced writing and speaking situations are required. More academic vocabulary is presented along with more complex cultural topics. A variety of authentic language and cultural sources are integrated such as songs, movies, newspapers, websites, and news reports. *UC/CSU approved.*

COURSE	<u>AP SPANISH</u>
PREREQUISITE	Spanish 3 - Grade of "A" (90%); or teacher recommendation
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This is a college-level course which focuses on advanced work in listening, speaking, reading and writing. Emphasis is placed on speaking and writing in academic settings. Includes expository writing, oral presentations, and reading selections from Spanish literature and newspaper articles. Students prepare to take the AP Spanish Language exam in May. Any summer homework given will be due at the first class meeting in August. <i>UC/CSU approved.</i>

FRENCH

COURSE	<u>FRENCH 1</u>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	An introductory course designed to give students a strong background in conversational French. The focus is communicative-based instruction encouraging active participation by students. Speaking and understanding spoken French are emphasized. Students will learn about current and traditional French music. Field trips and cooking French food make this a "fun" academic class. <i>UC/CSU approved.</i>

COURSE	<u>FRENCH 2</u>
PREREQUISITE	French 1 - Grade of "C" or better or teacher recommendation
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Further develops students' speaking skills with emphasis on cuisine. Students create their own skits and plays. Reading and writing include longer, more interesting stories than in French 1. Students use authentic situations to demonstrate their knowledge of French; example: students demonstrate and explain in French how to prepare their favorite French dessert! Field trips and French music add to the fun. <i>UC/CSU approved.</i>

COURSE	<u>FRENCH 3</u>
PREREQUISITE	French 2 - Grade of "B" or teacher recommendation
GRADE LEVEL	11, 12 or by consent of the teacher
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Students perfect their skills in the various tenses with more focus on French film analysis, reading and writing, while continuing to maintain their speaking skills. The focus is on mastering the grammar and learning more about the history and culture of the French-speaking world. Field trips and French music are included. Summer Homework will be due at the first class meeting in August. <i>UC/CSU approved.</i>

COURSE	<u>FRENCH 4</u>
PREREQUISITE	A grade of “B” or better in French 3 or teacher recommendation
GRADE LEVEL	11, 12 (depending on ability)
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	French 4 is a course designed for motivated students who can work independently and efficiently. Advanced grammar topics will be covered, incorporating high-interest topics such as making travel and hotel arrangements for a trip to a French-speaking country, communicating medical emergencies, and managing more advanced conversations in French. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors such as Paul Eluard, Guy de Maupassant, Andre Theuriet and many others. The cultural emphasis will be on countries other than France where French is spoken. Summer Homework will be due at the first class meeting in August. <i>UC/CSU approved.</i>

COURSE	<u>AP FRENCH LANGUAGE AND CULTURE</u>
PREREQUISITE	A grade of “A” in French 3 or teacher recommendation
GRADE LEVEL	11, 12 (depending on ability)
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	AP French is a college level course designed for motivated students who desire to become proficient communicators of French and prepare for the AP French Language and Culture Exam. Advanced grammar topics will be covered, incorporating high-interest historical topics. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors such as Giraudoux Rostand, Voltaire, and Duras. The cultural emphasis will be on various countries where French is spoken. Summer Homework will be due at the first class meeting in August. Students must receive a D+ or better to continue to second semester. <i>UC/CSU approved.</i>

SOCIAL SCIENCE

The following sequence of courses will be the Social Science Department's offering for 2018-2019:

Grade 9	World Geography	AP Human Geography
Grade 10	World History	AP World History
Grade 11	U.S. History	AP. U.S. History
Grade 12	Government/Economics	AP Government/Economics

COURSE **WORLD GEOGRAPHY**

PREREQUISITE Required

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION This course will develop the basic themes of physical, cultural and political geography with an emphasis on domestic and international current events. World geographic and historical issues, world cultures, and place identification will also be emphasized. This course will incorporate PGHS's *Academic Academy* designed to ease the transition from middle school to the rigors of high school with personal growth skills, note taking skills, writing skills, academic integrity, and universal skills deemed necessary for success in high school and beyond.

COURSE **AP HUMAN GEOGRAPHY**

PREREQUISITE: An A in 8th grade history, or teacher recommendation.

GRADE LEVEL: 9, this course is also open to 10th – 12th grade students in need of fulfilling a geography graduation requirement.

LENGTH: 1 year

CREDIT: 5 credits per semester

DESCRIPTION: This course is a college-level freshman class where students are introduced to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of the Earth's surface. The content of an AP Human Geography course helps students develop critical thinking skills through the understanding, application and analysis of the fundamental concepts of geography. Students will meet the five college-level goals as determined by the National Geographic Standards using college level materials. This rigorous course requires a high level of reading, writing, and analysis skills. *UC/CSU approved.*

COURSE **WORLD HISTORY**

PREREQUISITE Required

GRADE LEVEL 10

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION This survey course meets the 10th Grade World History requirement. It will include a selective study of the major political and social developments, and of individuals who played significant roles, in the time period from the mid-1700s up to the present. Units of study include a brief review covering 6th and 7th Grade World History, the Enlightenment, the Age of Revolutions, the Industrial Revolution, Nationalism & Imperialism, the First World War and Russian Revolution, Totalitarianism & World War II, and the Postwar World. Critical thinking, writing, and project organization are stressed. *UC/CSU approved.*

COURSE **AP WORLD HISTORY**

PREREQUISITE A or B in 9th grade AP Geography AND Honors English 1 OR an A in 9th grade Geography AND English 1 or teacher/counselor recommendation . Passing score on entrance exam will be required. See Mr. Grate (O-2) for entry exam information.

GRADE LEVEL 10

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Advanced Placement World History is a college-level course covering the entirety of World History from 10,000 BCE to the present. AP World History is fast-paced and challenging, and requires a high level of reading and writing skill. Students in AP World History should expect heavy reading assignments, and should be prepared to develop and demonstrate in writing analytical skills such as comparison and contrast, change over time, and understanding of primary source documents. Students will prepare for the AP World History examination, administered nationally in May. High scores on this exam may result in college credit, and may allow the student to fulfill the World History requirement at participating institutions. To facilitate the complete coverage of the course content, summer homework will be given. This will be due at the first class meeting in August. A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course. *UC/CSU approved.*

COURSE **UNITED STATES HISTORY**

PREREQUISITE Required

GRADE LEVEL 11

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION In this course students examine major turning points in American history in the twentieth century. The year begins with a selective review of United States history, with an emphasis on two major themes – the nation’s beginnings, linked to the Enlightenment and the rise of democratic ideas; and the industrial transformation of the new nations, linked to the global spread of industrialism during the nineteenth century. After these review units, we will begin our study of the twentieth century with an analysis of the Progressive Era and World War I. Critical responses to the Jazz Age and the Great Depression will also be emphasized during the first semester. In the second semester we will cover the following: World War II, The Cold War, The Civil Rights Movement in the Postwar Era, Vietnam/Late 1960’s and the United States in Recent Times. *UC/CSU approved.*

COURSE **AP U.S. HISTORY**

PREREQUISITE “A” in World History or “A” or “B” in AP World History or teacher recommendation.

GRADE LEVEL 11

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION The Advanced Placement U.S. History course is designed to provide students with the analytical skills and factual knowledge necessary to address critically the themes, issues, events, and materials of American history. Students will learn to evaluate historical materials in order to weigh evidence presented in historical scholarship. Students will be required to analyze and interpret primary sources, including documentary materials, maps, statistical tables, and pictorial and graphic evidence of historical events. The scope of the course is “the age of discovery” to the present. The A.P. U.S. History curriculum is intended to prepare the student for the Advanced Placement Test administered nationally in May. High scores may result in college credit at participating institutions. The course simultaneously satisfies the U.S. History requirement for high school graduation. **Summer Homework will be due at the first class meeting in August.** *UC/CSU approved.*

COURSE **ECONOMICS****PREREQUISITE** Required**GRADE LEVEL** 12**LENGTH** 1 semester**CREDIT** 5 credits

DESCRIPTION Economics, a semester-length course, is **required** for graduation. The goal of this course is to increase understanding of the American economic system, including the nature of supply and demand, market structures, fiscal policy, monetary policy, comparative economic systems and world trade. Emphasis is also placed on such personal finance skills as maintaining good credit, checking accounts, budgeting and other adult consumer needs. *UC/CSU approved.*

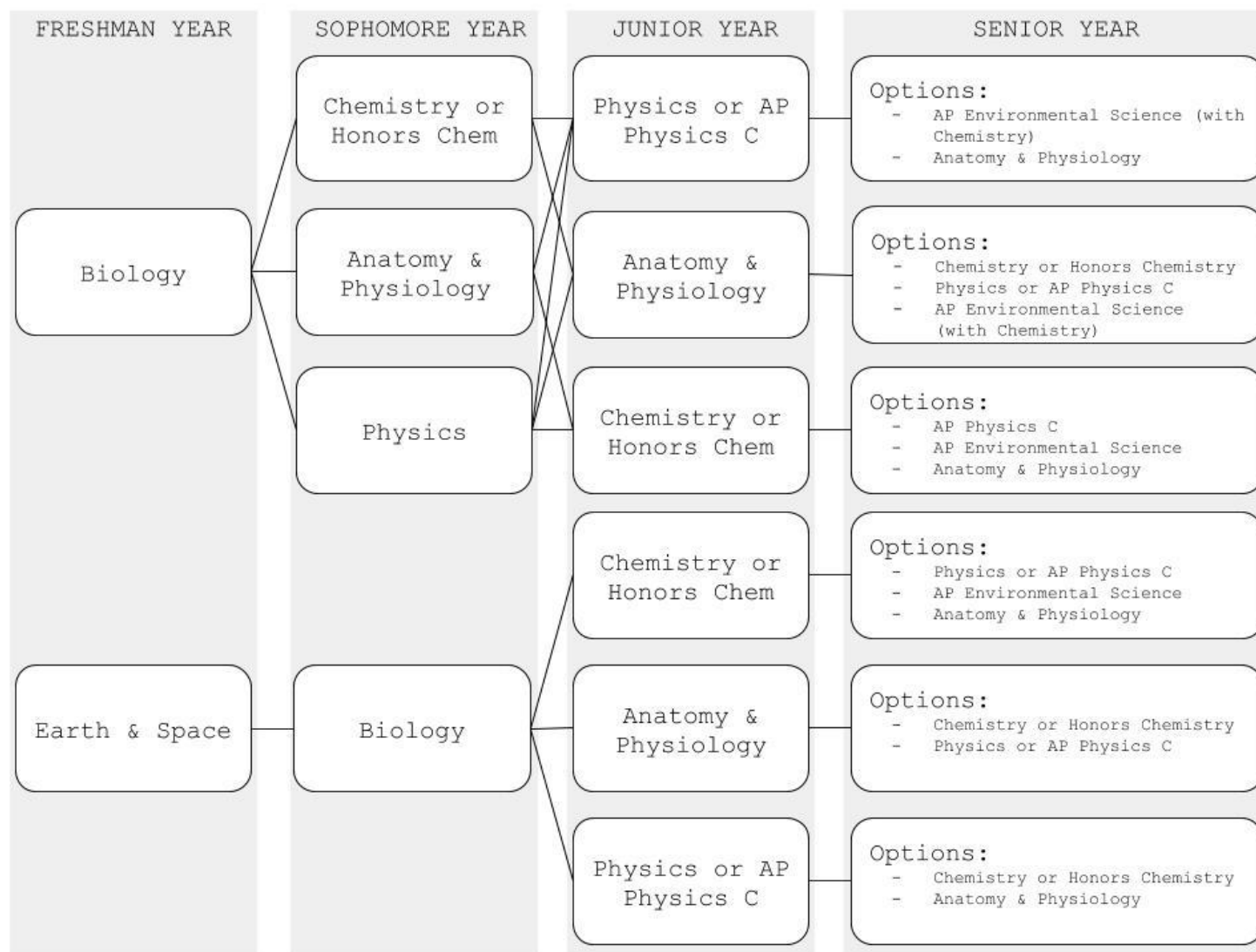
COURSE **AMERICAN GOVERNMENT****PREREQUISITE** Required**GRADE LEVEL** 12**LENGTH** 1 semester**CREDIT** 5 credits

DESCRIPTION Government, a semester-length course, is **required** for graduation. This course is about the American system of government, including functions of government, governmental programs, roles of the citizen, civil rights and liberties, public opinion, comparative political systems and current events. A required project **MUST** be completed by due date to pass this course. *UC/CSU approved.*

COURSE **AP AMERICAN GOVERNMENT AND ECONOMICS****PREREQUISITE** "A" in US History or "A" or "B" in AP US History or teacher recommendation.**GRADE LEVEL** 12**LENGTH** 1 year**CREDIT** 5 credits per semester

DESCRIPTION The goal of this course is to increase understanding of the American political system, its framework, traditions and values, and have each student pass the Advanced Placement American Government exam. This course is concerned with the nature of the American political system, its development over the past two hundred plus years, and how it works today. We will examine in detail the principle processes and institutions through which the political system functions, as well as some of the public policies which these institutions establish and how these policies are implemented. **Summer homework is required.** The **second semester of Economics** is **not** an **A.P. program**, however the A.P. Government/Economics class is a full year commitment. *UC/CSU approved.*

SCIENCE COURSE OFFERINGS & PATHWAYS



SCIENCE

The following science classes are all designed to meet the U.C. and C.S.U. laboratory science entrance requirements, except as noted below.

COURSE	<u>ANATOMY/PHYSIOLOGY</u>
PREREQUISITE	Biology
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Anatomy and Physiology is the study of the structures and functions of the human body. Labs include dissection of fetal pigs, simple experiments, demonstrations and model building. <i>UC/CSU approved.</i>

COURSE EARTH & SPACE SYSTEMS

PREREQUISITE None
 GRADE LEVEL 9, 10,11,12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION Earth and Space Systems is a laboratory oriented class which is a blend of several different sciences; Geology, Meteorology and Astronomy. We will be looking more closely at topics such as plate tectonics, astronomy, weather and climate. Earth & Space will be offered every other year—2016, 2018, 2020. **This course meets the CSU physical science entrance requirement. It does not meet the UC physical lab science entrance requirement. The UC system recognizes this course as a college prep elective.**

COURSE BIOLOGY

PREREQUISITE None
 GRADE LEVEL 9, 10, 11, 12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION Biology is the study of living things. The course follows an ecological approach. It is designed to build from concrete to abstract concepts such as cell theory, photosynthesis, genetics, to ecology and environmental issues. *UC/CSU approved.*

COURSE CHEMISTRY

PREREQUISITE Completion of OR concurrent enrollment in Integrated Math III
 GRADE LEVEL 10, 11, 12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION The Chemistry course is designed to explore the chemistry of real-world problems through research, experimentation and discourse. The first semester develops the general principles involved in solutions and chemical reactions through the lenses of water and metals. The second semester focuses on energy in chemical reactions, the nature of gases and atomic theory in conjunction with fossil fuels, air pollution and nuclear power, respectively. *UC/CSU approved.*

COURSE HONORS CHEMISTRY I

PREREQUISITE Completion of OR concurrent enrollment in Integrated Math III.
 GRADE LEVEL 10, 11,12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION The honors chemistry course is designed to provide the advanced science student with an opportunity to learn chemistry at a higher level than the Chemistry course. This course is recommended for students wishing to take AP Environmental Science, and continue their science education into college. The honors chemistry course moves at a faster pace, providing a more in depth coverage of the topics. The course offers opportunity for enrichment through the use of advanced math concepts and laboratory work. Students taking honors chemistry will be prepared to take the SAT II in chemistry. *UC/CSU approved.*

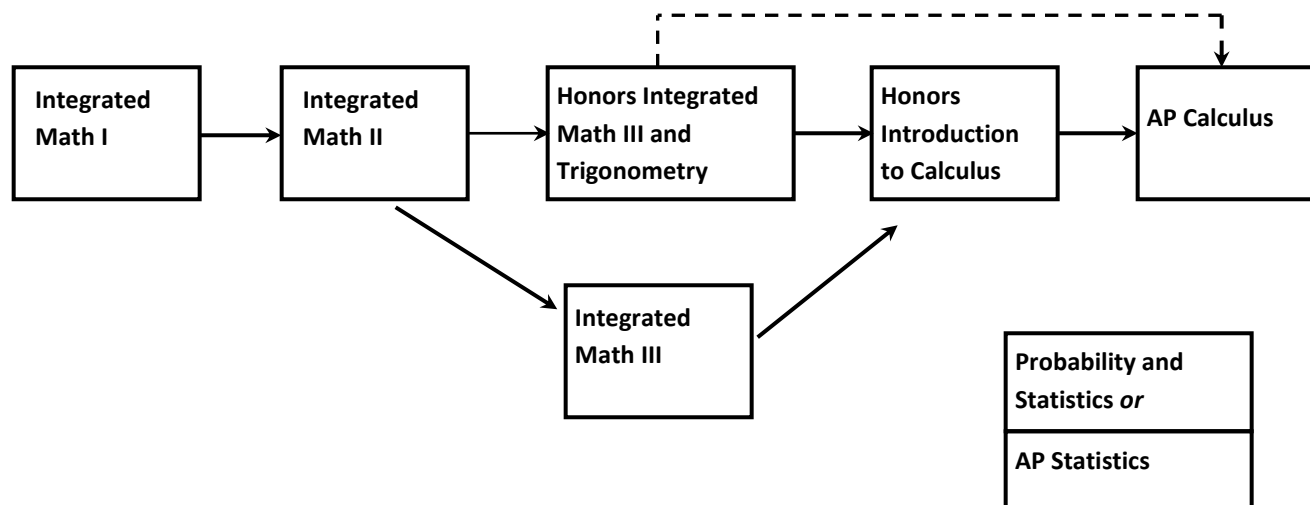
COURSE	<u>PHYSICS 1</u>
PREREQUISITE	Completion of Integrated Math 1 with a “C” or better OR teacher recommendation.
GRADE LEVEL	10, 11,12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The first semester of Physics is a study of motion and its mathematical description, energy and work. The second semester is a study light, waves, electricity and magnetism. <i>UC/CSU approved.</i>

COURSE	<u>AP PHYSICS C:MECHANICS</u>
PREREQUISITE	Completion of or concurrent enrollment in Calculus AB or teacher recommendation. Completion of regular physics is recommended.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course prepares students to take the Advanced Placement Physics C test in mechanics and is the equivalent of a typical first semester college course in physics. Mechanics is the branch of physics that is concerned with quantifying the motion of bodies. Topics include kinematics, Newton’s law of motion, work/energy/power, conservation laws (energy/momentum), circular motion and rotation, oscillations, and gravitation. The lab component of the class builds on experiments done in regular physics with emphasis placed on using computers to model and simulate physical systems. Students will use electronic sensors and data analysis programs to explore relationships among physical quantities. The topic of mechanics will be covered in much greater depth and with a higher level of mathematical sophistication than in the regular physics course. Prospective students should be comfortable with using mathematics to solve problems. <i>UC/CSU approved.</i>

COURSE	<u>AP ENVIRONMENTAL SCIENCE</u>
PREREQUISITE	Completion of Integrated Math II (Integrated Math III recommended.) Completion of Biology with a “B” or better. Completion of Physics or AP Physics with a “C” or better. Completion of Chemistry (Honors Chemistry recommended) OR teacher recommendation
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is designed to be a rigorous science course that is the equivalent of a one-semester, introductory college course in environmental science. Topics will draw together geology, biology, chemistry, and marine science subject matter. Long-term field study projects will be set up at the beginning of each school year. Students will be expected to take an active role in designing and setting up these projects, as well as maintaining a field laboratory notebook throughout the year. Emphasis is on data collection and analysis of data sets, understanding the inter-relationships in the natural world, identifying and analyzing environmental problems both natural and human-made, evaluating risks associated with these problems and possible solutions. Students taking the course should have solid math skills because of the analytical nature of the work, and a solid background of both physical and life science. Junior or senior class standing mandatory <i>UC/CSU approved.</i>

MATHEMATICS

PGHS Math Progression Flow Chart



Note 1: Students may take Probability and Statistics or AP Statistics any time after completing Integrated Math III

Note 2: Students may advance from Honors Integrated Math III to AP Calculus only with a satisfactory score on a placement exam and with teacher recommendation.

Online courses in place of PGHS mathematics courses at any level are generally discouraged. However, a student may, under special circumstances, earn up to a maximum of 10 credits for mathematics courses outside of the high school with faculty and counselor approval. Because PGHS math courses are integrated, Monterey Peninsula College (MPC) and online courses of traditional Algebra 1 and Geometry are not recognized as equivalent courses of Integrated Math I and Integrated Math II, respectively. Students should contact their counselors for specific guidance on the different courses that can be taken online or at MPC. Note that students taking any course outside of PGHS to accelerate will be required to pass a placement exam before being enrolled in the next course.

COURSE	<u>FUNDAMENTALS OF MATHEMATICS</u>
PREREQUISITE	Enrollment by Placement Only
GRADE LEVEL	9
LENGTH	1 Year
CREDIT	5 credits per semester
DESCRIPTION	This course will address the fundamentals of mathematics which will include: arithmetic, operations with integers and fractions, order of operations, problem solving strategies, reasoning, the language/vocabulary of mathematics, and fundamentals in mathematical modeling.

COURSE **INTEGRATED MATH I****PREREQUISITE** Common Core Math 8**GRADE LEVEL** 9, 10, 11**LENGTH** 1 year**CREDIT** 5 credits per

semester

DESCRIPTION *UC/CSU approved.* Addressing both the Mathematical Practices (<http://www.corestandards.org/Math/Practice>) and Content Standards associated with the High School Common Core, Integrated Math I focuses on exploring, discussing, and understanding the concepts of:

1. Systems of equations and inequalities
2. Arithmetic and Geometric Sequences
3. Linear and Exponential Functions
4. Features of Functions
5. Congruency, Constructions, and Proofs
6. Connecting Algebra and Geometry
7. Modeling Data

COURSE **INTEGRATED MATH II****PREREQUISITE** Passing Integrated Math 1 with a “D” or higher or teacher recommendation.**GRADE LEVEL** 9, 10, 11, 12**LENGTH** 1 year**CREDIT** 5 credits per semester

DESCRIPTION *UC/CSU approved.* Addressing both the Mathematical Practices (<http://www.corestandards.org/Math/Practice>) and Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of:

1. Quadratics Functions
2. Structures of Expressions
3. Quadratic Equations
4. More Functions
5. Geometric Figures
6. Similarity and Right Triangle Trigonometry
7. Circles from a Geometric Perspective
8. Circles and Other Conics
9. Probability

COURSE **INTEGRATED MATH III****PREREQUISITE** Passing Integrated Math II with a “C” or higher or teacher recommendation.**GRADE LEVEL** 10, 11, 12**LENGTH** 1 year**DESCRIPTION** *UC/CSU approved.* Addressing both the Mathematical Practices (<http://www.corestandards.org/Math/Practice>) and

Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of:

1. Functions and their Inverses
2. Logarithmic Functions
3. Polynomial Functions
4. Rational Expressions and Functions
5. Modeling with Geometry
6. Trigonometric Functions
7. Modeling with Functions
8. Statistics

COURSE **HONORS INTEGRATED MATH III/ TRIGONOMETRY****PREREQUISITE** Passing Integrated Math II with a “B” or higher, or teacher recommendation.**GRADE LEVEL** 10, 11, 12**LENGTH** 1 year**DESCRIPTION** *UC/CSU approved.* Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math III focuses on exploring, discussing, and understanding the concepts of:

1. Geometric Modeling
2. Linear and Quadratic Functions
3. Polynomial Functions
4. Rational Exponents and Radical Functions
5. Exponential and Logarithmic Functions
6. Rational Functions
7. Sequences and Series
8. Trigonometric Ratios and Functions
9. Trigonometric Identities and Formulas
10. Data Analysis and Statistics
11. Probability

COURSE **HONORS INTRODUCTION TO CALCULUS****PREREQUISITE** Successful completion of Honors Integrated Math III/ Trigonometry with a grade of “C” or better or teacher recommendation. Scientific calculator required. Graphing calculator recommended.**GRADE LEVEL** 11, 12**LENGTH** 1 year**CREDIT** 5 units per semester**DESCRIPTION** This course covers advanced topics in functions, trigonometry, vectors, conic sections, sequences and series, polar coordinate systems, parametric equations, derivatives, limits, continuity, and an introduction of integration. *UC/CSU approved*

COURSE	<u>AP CALCULUS AB</u>
PREREQUISITE	Completion of Honors Introduction to Calculus with a grade of “C” or better or teacher recommendation. An A.P. approved graphing calculator is required for this course (a TI 83 Plus or TI 84 is suggested)
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is a college level introductory calculus course designed to enable the student to pass the Advanced Placement exam in mathematics (Calculus AB exam) in order to receive college credit. AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. Juniors enrolling in this course are expected to enroll in Calculus BC their senior year. <i>UC/CSU approved.</i>

COURSE	<u>AP CALCULUS BC</u>
PREREQUISITE	Completion of Calculus AB with a grade of “C” or better or teacher recommendation. An AP approved graphing calculator is required for this course (a TI 83 Plus or TI 84 is suggested)
GRADE LEVEL	12
LENGTH	One semester (second semester only)
CREDIT	5 credits
DESCRIPTION	This course extends the content learned in Calculus AB to different types of equations (polar, parametric, vector-valued) and new topics (such as Euler's method, integration by parts, partial fraction decomposition, and improper integrals), and introduces the topic of sequences and series. Together with AP Calculus AB, this course is the equivalent of two semesters of college calculus. This course will be offered second semester to prepare students for the AP Calculus BC exam and ensure students are prepared for the next level of college math. <i>UC/CSU pending.</i>

COURSE	<u>PROBABILITY AND STATISTICS</u>
PREREQUISITE	Completion of Integrated Math III with a grade of “C” or higher, or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Probability and Statistics introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. The course exposes students to four broad conceptual themes: (1) graphing and analyzing data, (2) designing a survey or experimental study, (3) finding probabilities through mathematics as well as through simulations, and (4) making appropriate inferences from data. <i>UC/CSU approved</i>

COURSE	<u>AP STATISTICS</u>
PREREQUISITE	Completion of Integrated Math III with a grade of “B” or higher, or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	AP Statistics is the equivalent of a one semester, college-level introductory statistics class. The purpose of the class is to introduce students to the basic ideas and skills for collecting, analyzing and drawing conclusions from data. Students should leave the course not only able to interpret and analyze the many statistics they will encounter on a daily basis, but also evaluate the integrity of their use. The course exposes students to four broad conceptual themes: (1) exploring data –observing patterns and departures from patterns, (2) planning a study – deciding what and how to measure, (3) anticipating patterns – producing probability and simulation, and (4) statistical inference – confirming models. Students are expected to take the AP Statistics exam at the end of the year. <i>UC/CSU approved</i>

FINE ARTS DIVISION

MUSIC

COURSE **CHAMBER ORCHESTRA**

PREREQUISITE Participation in MS advanced or HS orchestra during the past 12 months or consent of the instructor

GRADE LEVEL 9, 10, 11, 12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Students will explore music and music-making through study, rehearsal and performance of a diverse repertoire of musical styles. Students will be provided access to enrichment activities through several school and community sources. *UC/CSU approved performing art course.*

COURSE **CONCERT BAND/ MARCHING BAND**

PREREQUISITE Participation in MS advanced or HS band during the past 12 months or consent of the instructor

GRADE 9, 10, 11, 12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Students will explore music and music-making through study, rehearsal and performance of a diverse repertoire of musical styles. The band will provide entertainment and spirit at concerts, parades, football games, and school rallies. Students will be provided access to enrichment activities through several school and community sources. *UC/CSU approved performing art course.*

COURSE **PGHS CHORUS**

PREREQUISITE None

GRADE LEVEL 9, 10, 11, 12

LENGTH 1 year

CREDIT 2.5 credits per semester

DESCRIPTION This is an introductory course in vocal music. This course is an extracurricular activity and meets on Saturdays (see page 37). Students will learn the basics of good vocal sound breath support and articulation. Students will express themselves in both group and solo settings. Special attention is also given to music theory, music history, and sight singing. The student will gain greater proficiency in blend, balance, intonation, interpretation, and diction. The student will perform and stylistically analyzes music from all periods of vocal literature. **NOTE: THIS COURSE IS AN EXTRA-CURRICULAR ELECTIVE ONLY AND DOES NOT MEET THE A-G COURSE REQUIREMENT FOR A FINE ART.**

COURSE **INTRODUCTION TO GUITAR**

PREREQUISITE None

GRADE LEVEL 9, 10, 11, 12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION The purpose of guitar class is to provide an understanding of the basics of music including notation, basic chords and scales, key signatures, and time signatures. These fundamentals will be applied to performance on the standard six-string acoustic guitar. Performance will focus on individual melodies, chords, and pieces. The course is aligned with the National Standards for Arts Education grades 9-12 by including: Performing on instruments, alone and with others, a varied repertoire of music; improvising melodies, variations, and accompaniments; composing and arranging music within specified guidelines; reading and notating music; listening to, analyzing, and describing music; evaluating music and music performances; understanding music in relation to history and culture.

THEATER

COURSE	<u>DRAMA</u>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Drama is a participation course. Students are required to perform before the class audience in a variety of roles: monologues, skits, improvisations, pantomimes, duets and scenes. The emphasis will be on changing the student from a passive, accepting viewer into an active critical audience and actor. Written work is expected of the student on a regular basis. <u>May be taken twice for credit.</u> <i>UC/CSU approved performing art course.</i>

ART (see CTE Pathways on Page 31)

COURSE	<u>2D DESIGN</u>
PREREQUISITE	None
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fees*
DESCRIPTION	2D DESIGN is designed for students who have been afraid of art and for those who feel comfortable making art. Basic skills are taught in addition to more a variety of art techniques. Emphasis is placed on introductory units on drawing with graphite, colored pencil, color mixing, painting, stenciling, and general 2D design concepts. Students will learn the fundamental Elements of Art and Principles of Design. A transfer student or a student with advanced skills who wish to challenge this prerequisite need to demonstrate their skills by showing 3 or more different media (example: pencil, marker, paint). It is your responsibility to schedule a time to share your art before or during the first 3 days of the course and all challenges must be approved by Mr Kelly. *Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

COURSE DRAWING & PAINTING**PREREQUISITE** 2D DESIGN**GRADE LEVEL** 10,11,12**LENGTH** 1 year**CREDIT** 5 credits per semester**FEE** \$40.00 material fees*

DESCRIPTION Students will have the opportunity to further their skill with drawing and painting. Drawing units will focus on realistic and interpretive graphite and ink drawings while the painting units will explore acrylic landscapes and portraits, watercolor still life and silk textile painting. *Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

COURSE 3D DESIGN**PREREQUISITE** 2D DESIGN**GRADE LEVEL** 10,11,12**LENGTH** 1 year**CREDIT** 5 credits per semester**FEE** \$40.00 material fees*

DESCRIPTION Students will have the opportunity to develop their 3D skills. The course will begin with a semester of jewelry design. Students will learn how to work with copper, brass, and beading to make bracelets, rings, earrings and necklaces. Second Semester students will work with clay, hand building projects including making pinch pots, coil vases, sculpture and designing mugs and clay boxes. Students will also have the opportunity to learn how to throw on the pottery wheel making plates, bowls and mugs. Various glazing techniques will be explored to finish pottery for personal or commercial use. *Financial assistance is available for students requiring it. *UC/CSU approval pending.*

COURSE AP STUDIO ART: 2D DESIGN/ DRAWING**PREREQUISITE** Grade of "B" or higher in DRAWING & PAINTING or 2D DESIGN or 3D DESIGN and instructor's approval**GRADE LEVEL** 11, 12**LENGTH** 1 year**CREDIT** 5 credits per semester**FEE** \$40.00 material fee*

DESCRIPTION AP Studio Art course is for the highly motivated student who wants to create a Drawing (or painting) or 2D Design or 3D Design Portfolio. This is an intensive college level course designed around each student creating a personally meaningful 24 piece portfolio. Students interested in this course must present to Mr. Kelly 6 of their best pieces within the category of the portfolio they want to create – teacher approval is needed to be in this class. This course is offered every year, and students may repeat this course for credit by creating an additional portfolio. Students may elect to submit their portfolio to national Advancement Placement College Board in early May with a chance of earning freshman Art college credit. Summer Projects are required and due the first day of class. *Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

PHOTOGRAPHY (see CTE Pathways Page 31)

COURSE	<u>PHOTOGRAPHY I</u>
PREREQUISITE	None
GRADE LEVELS	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester*
DESCRIPTION	This course is an introductory level class appropriate for any student curious about producing photographic images with both fine art and commercial applications. The course will cover operation of a traditional manual 35mm SLR camera, exposure, composition, and basic lighting. Students will learn basic darkroom skills including developing film, enlarging negatives, and different printing techniques. Students will learn basic skills for operating a DSLR camera and will be exposed to Adobe Photoshop editing techniques and digital printing. Students will be exposed to different aspects of photography including: landscape, portrait, and narrative. We will also be learning about the elements of design for creating artistic compositions. Students will learn how to evaluate and analyze their own work as well as learn how to look at and discuss other people's work. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. *Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

COURSE:	<u>PHOTOGRAPHY II</u>
PREREQUISITE:	Photography I
GRADE LEVELS:	10,11,12
LENGTH:	1 year
CREDIT:	5 credits per semester
FEE	\$50 per semester*
DESCRIPTION	Building on the concepts and skills learned in Photography I, students will have the opportunity to deepen their understanding of how photographic imagery has and continues to shape our society through discussion and practice. Students will expand upon the photographic techniques of composition, traditional and alternative processes. More attention will be given towards creating visual narratives that tell a story. Longer projects will allow students to build a cohesive photographic body of work on a single theme. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship. Students will also expand upon their knowledge of digital photographic editing and printing using Adobe Photoshop and professional Epson printers. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. *Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

COURSE	<u>AP STUDIO ART: 2D DESIGN/PHOTOGRAPHY</u>
PREREQUISITE	Photography II (with darkroom experience and a grade of a B or higher in Photo II) OR permission by instructor
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester*
DESCRIPTION	AP Studio Art/ Photography is intended for the advanced photography student who wishes to create a 24-piece portfolio of independently produced work. This course is especially suited for students wishing to pursue AP 2D Studio Art with a photography emphasis. Students will work independently as well as collaboratively to exceed their present skills, technically as well as conceptually with attention to composition, content, and refining printing skills both in the darkroom and with Adobe Photoshop. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship Portfolio Competition. Students may also elect to submit their portfolio to the National Advanced Placement College Board in early May for a chance to earn college credit. Students may also find a photography internship as part of the class. AP Studio Art/Photography should be taken by students with exceptional motivation and interest in photography. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. *Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

PHYSICAL EDUCATION DEPARTMENT

The Physical Education program is designed to meet the social, emotional, and physical needs of the student through a variety of activities. The Physical Education program fosters growth and development in the following areas:

- Movement skills and knowledge as well as skill acquisition through diverse activities
- Self-image, self-esteem, self-realization; character development
- Social interaction and interdependence; collaborative learning
- Skills and understanding to achieve and maintain lifetime fitness and optimal health

Students must earn a minimum of 20 units in Physical Education (State of California requirement). Physical Education is open to all students and is required for all freshman and sophomore students. All freshmen will be placed into a CORE program. In Core 9 P.E. students will take the State Physical Fitness Standards Test and must pass five out of six standards to pass the course. Students are required to pass the State Physical Fitness Standards Test in order to be exempt from junior and senior physical education courses.

Students can earn 5 credits each semester

Freshman Core (required) Sophomore

Elective (required)

Junior Elective (required if have not passed State Physical. Fitness Test)

Senior Elective (required if have not passed State Physical Fitness Test)

Students who have a long-term medical problem (exceeding 4-1/2 weeks) which excuses them from the regular Physical Education program should request a postponement from Physical Education during the current semester by presenting the doctor's statement of disability to the counselor each semester and enroll at a later date.

COURSE	<u>PHYSICAL EDUCATION - CORE 9/HEALTH</u>
PREREQUISITE	None
GRADE LEVEL	9
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Fitness/Individual Sports

Conditioning/Aquatics	Exercise to Music/Dance	Physical Fitness Testing/Golf
Weight Training/Self Defense/Wrestling	Tennis/Ultimate Frisbee	Track & Field/Badminton

The Fitness gram will be administered to all freshmen students during the spring semester.

HEALTH DESCRIPTION This course includes programs on basic body systems, healthcare, drugs, alcohol, tobacco awareness, sex education, nutrition and exercise, suicide prevention, and decision-making skills.

COURSE	<u>PHYSICAL EDUCATION - CORE 10-12</u>
PREREQUISITE	Core 9 completed
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Fitness/ Team Sports

Basketball/Football/Soccer	Volleyball/Ultimate Frisbee	Softball/Lacrosse
Fitness/Weights	Wt. Lifting/training	Pickleball
Yoga/Stretching		

COURSE	<u>PHYSICAL EDUCATION – Strength Training I</u>
PREREQUISITE	Core 9 completed
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Resistance training, conditioning, weight lifting, jump rope, agility training

COURSE	<u>PHYSICAL EDUCATION – Advanced Strength Training II</u>
PREREQUISITE	Core 9 completed, Strength Training I completed or instructor approval
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Resistance training, conditioning, weight lifting, jump rope, agility training

COURSE	<u>PHYSICAL EDUCATION - Dance</u>
PREREQUISITE	Core 9 completed
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Exercise to music, aerobics, stretching/yoga, dance technique; ballet, jazz, hip hop, Latin. Participation in performances will be part of the grade.

ADDITIONAL COURSE OFFERINGS

COURSE **AP PSYCHOLOGY**
PREREQUISITE Grades of B or better in previous history/English classes or teacher recommendation.
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 elective credits per semester
DESCRIPTION The A.P. Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with of the major subfields within psychology. All students who are willing to accept the challenge of a rigorous academic curriculum should consider signing up for this class. *UC/CSU approved.*

COURSE **AVID (Advancement Via Individual Determination)**
PREREQUISITE AVID teacher recommendation
GRADE LEVEL 9
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION AVID is designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on analytical writing, preparation for college entrance and placement exams, college study skills and test taking, note taking and research. Students will receive one hour of instruction per week in college entry level skills, three hours per week in tutor led study groups, and one hour per week in motivational activities and academic survival skills.

COURSE **AVID 2 (Advancement Via Individual Determination)**
PREREQUISITE AVID teacher recommendation
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION AVID is designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on analytical writing, preparation for college entrance and placement exams, college study skills and test taking, note taking and research. Students will receive one hour of instruction per week in college entry level skills, three hours per week in tutor led study groups, and one hour per week in motivational activities and academic survival skills. The class will focus on SAT / ACT Prep as well as college visits and information in picking a college that fits a student's needs. *UC/CSU approved for students in **grade 12 only**.*

COURSE	<u>AP COMPUTER SCIENCE A</u>
PREREQUISITE	Completion of Integrated Math II with a grade of “B” or higher, and concurrent enrollment in Integrated Math III or higher or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	AP Computer Science A is the equivalent of an introductory, one semester, college level programming course. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science exam in May. <i>UC/CSU approved</i>

COURSE	<u>ENGLISH LANGUAGE DEVELOPMENT</u>
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 Year
CREDIT	10 Credits
DESCRIPTION	English Language Development (ELD) is designed for the English language learner who is placed in the course based on the California English Language Development Test (CELDT). This course stresses the development of language comprehension, production, grammar, and mechanical skills necessary to participate in mainstream courses. Students will practice all four domains for acquiring the English language: speaking, listening, reading, and writing with a strong emphasis on academic discourse for oral language development. In addition, this course will be aligned with the appropriate grade level English course based on student CELDT scores. This course will meet one year of the English requirement for PGHS graduation for students scoring a 2 or lower on the CELDT.

COURSE	<u>LEADERSHIP</u>
PREREQUISITES	Completion of required application process, which includes teacher references and an interview. Maintain a GPA of 3.0, no F's. (9th graders must undergo the interview process in 8th grade and selected as officers for their Freshman year.)
GRADE LEVEL	9, 10, 11, 12 (required for class and ASB officers)
LENGTH	1 year
CREDIT	5 elective credits per semester
DESCRIPTION	The Pacific Grove High School Leadership class meets during the scheduled school day. The class will include the required enrollment of ASB officers, class officers, and commissioners, but is open to all students interested in making a difference at PGHS and planning to take a leadership role on campus. This is a class that requires time outside of the class period to carry out planned activities. Leadership has many outside requirements including float building, early morning/late evening rally setup, early morning Shoe Week hall decorations, dance decorations, and staff breakfast preparations. In addition, students are required to participate in fundraising, dress up days, and lunchtime class meetings. This course will give students the opportunity to work on school activities while helping them gain effective leadership experience. All students will be held accountable to work in their assigned shifts and to complete all assigned tasks within their elected/selected offices. All students must sign a behavior contract indicating their desire to remain drug and alcohol free. For information about required duties, read the PGHS Constitution online at http://pghigh.pgusd.org/asb/ before joining the class.

COURSE	<u>YEARBOOK</u>
PREREQUISITES	Application submitted and approved by Yearbook Advisor. Photography and computer skills
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 elective credits per semester
DESCRIPTION	Students enrolled in yearbook will meet during 1st period and are responsible for creating and producing PGHS's yearbook. Elements of production include layout/graphic design, photography, copy writing, advertising, and sales. Hours outside of class are required.

COURSE	<u>SPECIALIZED ACADEMIC SUPPORT/CAREER EXPLORATION</u>
PREREQUISITE	SPED, 504
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester (This class is Pass/No Pass and does affect eligibility)
DESCRIPTION	Specialized Academic Support is designed to support students in their mainstream classes by providing extra help on homework and teaching skills including organization, time management, note taking and test taking.

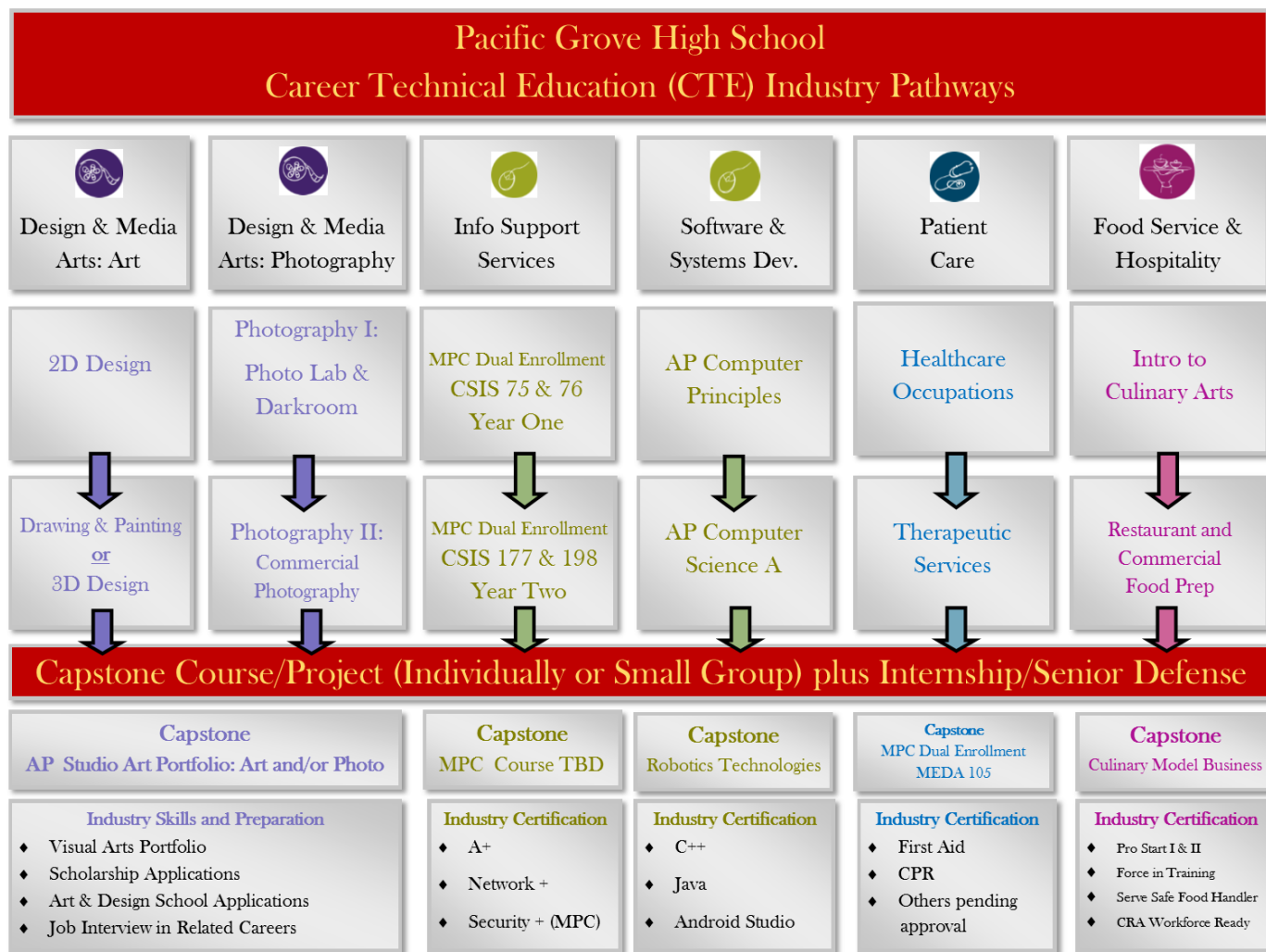
CAREER TECHNICAL EDUCATION (CTE) PATHWAYS

Action/Discussion Item E

PGHS supports students earning CTE Certifications and Internships through Career Technical Education Pathways regardless if students plan to attend a 2-year college or 4-year university after high school. Most PGHS CTE courses have articulated units with Monterey Peninsula College (MPC); once 6 units are taken after enrollment at MPC, students may claim college credit for their articulated PGHS CTE courses. In addition, PGHS and MPC negotiated for Dual Enrollment courses in Networking and Cyber Security that are offered as semester-long, college-level classes that will transfer units to a 4-year university. More dual enrollment courses will be offered, pending approval. All students completing a two-year sequence of CTE courses will have the opportunity to earn industry certification and be recognized at graduation with a special cord. Those students continuing onto a third-year Capstone course will earn an internship with a local industry partner and will be recognized with a graduation stole.

Students may complete more than one CTE pathway.

Internships and Industry Certification are great topics to discuss on college apps!



Which Pathway is right for you? What will you wear at graduation?

Earn college credits and a graduation cord and/or stole through the PGHS CTE Pathways!

Design & Media Arts Industry

Art Pathway: Introductory Level - 1st Year Course

COURSE	<u>2D DESIGN</u>
PREREQUISITE	None
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fees*
DESCRIPTION	2D DESIGN is designed for students who have been afraid of art and for those who feel comfortable making art. Basic skills are taught in addition to more a variety of art techniques. Emphasis is placed on introductory units on drawing with graphite, colored pencil, color mixing, painting, stenciling, and general 2D design concepts. Students will learn the fundamental Elements of Art and Principles of Design. A transfer student or a student with advanced skills who wish to challenge this prerequisite need to demonstrate their skills by showing 3 or more different media (example: pencil, marker, paint). It is your responsibility to schedule a time to share your art before or during the first 3 days of the course and all challenges must be approved by Mr Kelly. *Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

Art Pathway: Concentrator Level - 2nd Year Courses

COURSE	<u>DRAWING & PAINTING</u>
PREREQUISITE	2D DESIGN
GRADE LEVEL	10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fees*
DESCRIPTION	Students will have the opportunity to further their skill with drawing and painting. Drawing units will focus on realistic and interpretive graphite and ink drawings while the painting units will explore acrylic landscapes and portraits, watercolor still life and silk textile painting. *Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

COURSE	<u>3D DESIGN</u>
PREREQUISITE	2D DESIGN
GRADE LEVEL	10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fees*
DESCRIPTION	Students will have the opportunity to develop their 3D skills. The course will begin with a semester of jewelry design. Students will learn how to work with copper, brass, and beading to make bracelets, rings, earrings and necklaces. Second Semester students will work with clay, hand building projects including making pinch pots, coil vases, sculpture and designing mugs and clay boxes. Students will also have the opportunity to learn how to throw on the pottery wheel making plates, bowls and mugs. Various glazing techniques will be explored to finish pottery for personal or commercial use. *Financial assistance is available for students requiring it. UC/CSU approval pending.

Art Pathway: Capstone Level – 3rd Year Course

COURSE	<u>AP STUDIO ART: 2D DESIGN/ DRAWING</u>
PREREQUISITE	Grade of “B” or higher in DRAWING & PAINTING or 2D DESIGN or 3D DESIGN and instructor’s approval
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fee*
DESCRIPTION	AP Studio Art course is for the highly motivated student who wants to create a Drawing (or painting) or 2D Design or 3D Design Portfolio. This is an intensive college level course designed around each student creating a personally meaningful 24 piece portfolio. Students interested in this course must present to Mr. Kelly 6 of their best pieces within the category of the portfolio they want to create – teacher approval is needed to be in this class. This course is offered every year, and students may repeat this course for credit by creating an additional portfolio. Students may elect to submit their portfolio to national Advancement Placement College Board in early May with a chance of earning freshman Art college credit. Summer Projects are required and due the first day of class. *Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

Design & Media Arts Industry Photography Pathway: Introductory Level – 1st Year Course

COURSE	<u>PHOTOGRAPHY I</u>
PREREQUISITE	None
GRADE LEVELS	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester*
DESCRIPTION	This course is an introductory level class appropriate for any student curious about producing photographic images with both fine art and commercial applications. The course will cover operation of a traditional manual 35mm SLR camera, exposure, composition, and basic lighting. Students will learn basic darkroom skills including developing film, enlarging negatives, and different printing techniques. Students will learn basic skills for operating a DSLR camera and will be exposed to Adobe Photoshop editing techniques and digital printing. Students will be exposed to different aspects of photography including: landscape, portrait, and narrative. We will also be learning about the elements of design for creating artistic compositions. Students will learn how to evaluate and analyze their own work as well as learn how to look at and discuss other people’s work. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. *Satisfies MPC ARTP 10 Beginning Photography course, UC/CSU approved Visual Arts course

Photography Pathway: Concentrator Level - 2nd Year Course

COURSE:	<u>PHOTOGRAPHY II</u>
PREREQUISITE:	Photography I
GRADE LEVELS:	10,11,12
LENGTH:	1 year
CREDIT:	5 credits per semester
FEE	\$50 per semester*
DESCRIPTION	Building on the concepts and skills learned in Photography I, students will have the opportunity to deepen their understanding of how photographic imagery has and continues to shape our society through discussion and practice. Students will expand upon the photographic techniques of composition, traditional and alternative processes. More attention will be given towards creating visual narratives that tell a story. Longer projects will allow students to build a cohesive photographic body of work on a single theme. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship. Students will also expand upon their knowledge of digital photographic editing and printing using Adobe Photoshop and professional Epson printers. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. * UC/CSU approved Visual Arts course

Photography Pathway: Capstone Level - 3rd Year Course

COURSE	<u>AP STUDIO ART: 2D DESIGN PHOTOGRAPHY</u>
PREREQUISITE	Photography II (with darkroom experience and a grade of a B or higher in Photo II) OR permission by instructor
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester*
DESCRIPTION	AP Studio Art: Photography is intended for the advanced photography student who wishes to create a 24-piece portfolio of independently produced work. This course is especially suited for students wishing to pursue AP 2D Studio Art with a photography emphasis. Students will work independently as well as collaboratively to exceed their present skills, technically as well as conceptually with attention to composition, content, and refining printing skills both in the darkroom and with Adobe Photoshop. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship Portfolio Competition. Students may also elect to submit their portfolio to the National Advanced Placement College Board in early May for a chance to earn college credit. Students may also find a photography internship as part of the class. AP Photography should be taken by students with exceptional motivation and interest in photography. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. * pending UC/CSU approved Visual Arts course

Information and Communication Technologies Industry Networking and Cyber Security Pathway: Introductory Level – 1st Year Course

COURSE	<u>IT ESSENTIALS/MPC Dual Enrollment CSIS 75</u>
PREREQUISITE	None
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	Students will maintain and repair PC hardware and software during this introduction and hands-on approach to the concepts and practices of how to install, set-up, and maintain a computer system via CISCO netacad curriculum. Topics include hardware, software, procedures, components, and configuration for newly constructed and repaired computer systems. Curriculum offers a career-oriented learning experience with an emphasis in practical activities to help students develop fundamental computer and career skill. In addition, all students will be prepared for entry level Information and Communications Technology (ICT) career opportunities along with CompTIA A+ certification, which helps students differentiate themselves in the marketplace and advance their careers. SkillsUSA competition provides students with additional career skill foundation. MPC articulation credits earned with grade B or higher. <i>UC/CSU and Board approval pending.</i>

COURSE	<u>NETWORK ENGINEERING/MPC Dual Enrollment CSIS 76</u>
PREREQUISITE	Not required. Preferred – IT Essentials. Exploring Computer Science and AP Principles may serve as prerequisite, but may not be used toward Networking Pathway completion
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	Students will learn essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking, mobile devices, and network troubleshooting via CISCO netacad curriculum. Students will also learn to use various networking components and protocols that enable users to share data quickly and easily along with exploring the different types of transmission media, network architecture and topologies which provide for efficient and secure communication. In addition, students will become versed in the OSI reference model and its relationship to packet creation, and compare and contrast the OSI model with the Internet architecture model. Introduction to basic fundamentals of Cyber Security and how it relates to Information Technology provided. This course helps students prepare for competitive entry level ICT career opportunities with COMPTIA Network+ certification, which helps students differentiate themselves in the marketplace and advance their careers. MPC articulation credits earned with grade B or higher. <i>UC/CSU and Board approval pending.</i>

Networking and Cyber Security Pathway: Concentrator Level – 2nd Year Course

COURSE	<u>CSIS 177 ROUTER CONCEPTS – MPC Dual Enrollment</u>
PREREQUISITE	CSIS 76
GRADE LEVELS	10, 11, 12
LENGTH	1 Semester (To be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
CREDIT	5 credits per semester/4 units MPC
DESCRIPTION	This course introduces the student to the router's architecture, basic routing principles and protocols, operation, and configuration. It covers EIGRP and OSPF (single-area and multi-area) dynamic protocols in IPv4 and IPv6 networks. This Cisco Academy course is the second of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; also offered fully online.

COURSE	<u>NETWORK SECURITY FUNDAMENTALS/SECURITY+ PREP (MPC COURSE CSIS 198)</u>
PREREQUISITE	IT Essentials and Network Engineering
GRADE LEVELS	11,12
LENGTH	1 Semester (To be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
CREDIT	5 credits per semester/4 units MPC
FEE	\$30 materials fee
DESCRIPTION	This course covers the fundamentals of security, using simulators to give hands-on experience with servers, routers and other security devices. Students learn about different types of attacks, security policy, encryption, access control, PKI, authentication, and cryptography. This course covers material necessary to prepare for the CompTIA Security+ certification. Portions of instruction may be offered online; also offered fully online. <i>Dual enrollment and board approval pending.</i>

Networking and Cyber Security Pathway: Capstone Level – 3rd Year Course

COURSE	TBD
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Information and Communication Technologies Pathway Software and Systems Development Pathway: Introductory Level – 1st Year Course

COURSE	<u>AP COMPUTER SCIENCE PRINCIPLES</u>
PREREQUISITE	None
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	This course introduces students to the creative aspects of programming, abstractions, algorithms, large data sets, databases, the Internet, cybersecurity and how computing impacts our world. Students will develop computer science vocabulary and prepare for the AP Computer Science Principles exam. Discussions include computer science topics and theory. MPC articulation credits earned with grade B or higher. <i>UC/CSU approved.</i>

Software and Systems Development Pathway: Concentrator Level – 2nd Year Course

COURSE	<u>AP COMPUTER SCIENCE A</u>
PREREQUISITE	Completion of Integrated Math II with a grade of “B” or higher, and concurrent enrollment in Integrated Math III or higher or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	AP Computer Science A is the equivalent of an introductory, one semester, college level programming course. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science exam in May. <i>UC/CSU approved</i>

Software and Systems Development Pathway: Capstone Level – 3rd Year Course

COURSE	<u>ROBOTICS TECHNOLOGIES</u>
PREREQUISITE	IT Essentials or AP Computer Science Principles or CSIS I or II
GRADE LEVEL	10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	This course aims to teach applied concepts of mechanical design, computer programming & technology, physics, and mathematics through integration of a robotics system. Students will focus on building vocabulary and skills with Lego Mindstorms EV3 and VEX robots in the first semester; During the second semester, students proceed to more advanced robotics concepts, skills, and tools using Arduino, Raspberry Pi, and Python. <i>UC/CSU approved.</i>

Health Science and Medical Technology Industry Action/Discussion Item E

Patient Care Pathway: Introductory Level – 1st Year Course

COURSE **HEALTHCARE OCCUPATIONS**

PREREQUISITE	Therapeutic Services
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
CHARGE	\$50.00 per semester*

DESCRIPTION This course provides students with a fun and effective way of learning anatomy and applying that knowledge to the treatment of the most common sports injuries. The first semester covers the lower half of the body. The second semester encompasses the upper extremities and concussion management. This class exposes the students to the possibility of careers in health care through visiting surgeons, physical therapists and other medical professionals. Each year the students will visit a college and or professional facility to observe top level sports medicine and athletic training. In addition, this course provides students with manual taping, bracing and first aid skills, knowledge and familiarity in the areas of physical fitness, physical therapy, physical medicine and athletic training. Second year students are eligible for Sports Med 2 which involves internship and observation at various physical therapy and surgical sites. *UC/CSU and Board approval pending.* **For any student searching for a pre-pre-med program!**

Patient Care Pathway: Concentrator Level – 2nd Year Course

COURSE **THERAPEUTIC SERVICES**

PREREQUISITE	Biology (Anatomy Recommended)
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
CHARGE	\$50.00 per semester

DESCRIPTION Students will obtain practical, hands-on work experience as team assistant trainers and through internships in health related fields such as physical therapy, physical medicine, nursing, radiology, strength and conditioning, nutrition and orthopedic surgery. Students will become CPR certified and engage in a variety of classroom and lab activities to promote job acquisition and leadership skills. The importance of work relationship development, professionalism and service are emphasized throughout the course. *UC/CSU and Board approval pending.*

For any student searching for a pre-pre-med program!

Patient Care Pathway: Capstone Level – 3rd Year Course

COURSE **MEDICAL TERMINOLOGY (MPC Course MEDA 105)**

PREREQUISITE	Healthcare Occupations
GRADE LEVEL	11, 12
LENGTH	1 year (May be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
CREDIT	5 credits per semester
CHARGE	\$50.00 per semester*

DESCRIPTION This course provides a systematic foundation of medical language with emphasis on its practical applications in the healthcare setting. Students learn to analyze, spell, and pronounce medical terms and apply them appropriately in context. Also offered online. *Dual enrollment and Board approval pending.*

Hospitality, Tourism, and Recreation Industry

Food Service and Hospitality Pathway: Introductory Level – 1st Year Course

COURSE	<u>CULINARY ARTS I: INTRO TO CULINARY ARTS</u>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester
DESCRIPTION	This is an introductory, competency-based course designed to introduce basic skills for individual and family cooking. The course is based on the National Restaurant Association's curriculum, ProStart, which provides classroom training and applied practice in kitchen safety, sanitation, and food preparation techniques as well as all aspects of culinary careers including job seeking skills, management, and nutrition. Units of study include introductory baking, yeast breads, pasta, potatoes and grains, dry/moist-heat cooking methods, food safety, knife skills, soups, and sauces.

Food Service and Hospitality Pathway: Concentrator Level – 2nd Year Course

COURSE	<u>CULINARY ARTS II/RESTAURANT AND COMMERCIAL FOOD PREPARATION</u>
PREREQUISITE	Culinary Arts I grade C or higher
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 per semester
DESCRIPTION	This course continues the study of a professional career in hospitality and culinary arts. Culinary II is an innovative class designed specifically for students in a career in the food and hospitality industry. Students expand on professional skills used in the foodservice industry. In-depth culinary skills taught include Garde Manger, Saucier, baking and pastry, front and back-of-the-house operations, menu planning, table service, and customer relations. Students earn a ServSafe Food Handler certification and Workforce Ready Certificate from the CA Restaurant Association. Students that complete both Culinary I & II with a B or better will receive 2.5 units at MPC. <i>UC/CSU approved visual arts course.</i>

Food Service and Hospitality Pathway: Capstone Level – 3rd Year Course

COURSE	<u>CULINARY III: CULINARY ENTREPRENEURSHIP & GLOBAL CUISINE</u>
PREREQUISITE	Culinary Arts II/Restaurant and Commercial Food Preparation
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$60.00 per semester
DESCRIPTION	Culinary III is the capstone course in the Food Service and Hospitality career pathway and is designed to engage students in real-world culinary experience through guided mentorships, internships, and/or externships. Students will participate in presentations by food service industry speakers, and learn about the industry during field trips and through volunteering at special events with local catering companies. Through hands-on activities, students will cater on-campus events and create a student-run foodservice business. Labs will focus on culinary techniques, trends, traditions, and flavors from around the world. Students will prepare a professional portfolio and develop leadership skills through the SkillsUSA curriculum. Students will have the opportunity to compete in a regional competition with the potential to advance to the state and national levels.

EXTRA-CURRICULAR

Baseball
Boys' Basketball
Boys' Golf
Boys' Tennis
PGHS Chorus
Cross Country
Soccer
Softball
Spirit Squad

Culinary Team
Dance Team
Football
Girls' Basketball
Girls' Golf
Girls' Tennis
Swimming/Diving
Teacher's Aide
Track

Lacrosse
Mock Trial
Musical
Play Product
PGHS Robotics
Skills USA
Volleyball
Wrestling

Students will receive a grade of "P" and 2.5 credits for each extracurricular activity meeting outside of the regular school day. (Students will receive a grade of "P" and 5 credits for TA [Teacher's Aide] each semester until they reach the maximum of 10 credits. TA's are enrolled during the regular school day, Periods 1-7.)

Students will be able to earn up to 10 credits in extracurricular activities. These 10 credits will be applied to the electives requirement for graduation. Once a student reaches the maximum of 10 credits for extracurricular activities, the activity will continue to be listed on the transcript with a grade of "P", however credits will not be added.

Students must meet attendance requirements in order to receive credit and/or a grade of "P".

Pacific Grove High School's UC A-G Approved Courses 2018-2019

a-History/Social Science

World Geography
AP Human Geography
World History
U.S. History
Government
AP World History
AP U.S. History
AP Government

b-English

English 1
English 2
English 3
Honors English 3 (submit pending)
AP English Language and Composition
Honors English 1
Honors English 2
English 4 Sports Literature
English 4 Literature & the Dynamics
of Social Justice English 4 Poetry & Creative Writing
CSU Expository Reading & Writing
AP English Literature & Composition
English 4 Dystopia
English 4 Literature of War
English 4 Language, Literature, and the Law
English 4 Science Fiction

c-Mathematics

Fundamentals of Algebra
Algebra 1A
Algebra 1B
Geometry 1A
Geometry 1B
Integrated Math I
Integrated Math II
Integrated Math III
Honors Integrated Math III/Trigonometry
Honors Introduction to Calculus
Probability and Statistics
AP Calculus AB
AP Calculus BC
AP Statistics

-Laboratory Science

Anatomy/Physiology
Physics
Biology 1
Chemistry
Honors Chemistry
AP Environmental Science
AP Physics C: Mechanics

e-Language Other than English

Spanish 1
Spanish 2
Spanish 3
Spanish 4
AP Spanish Language & Culture
AP French Language & Culture
French 1
French 2
French 3
French 4

f-Visual & Performing Arts

2 D Design
Drawing & Painting
3D Design
Photography I
Photography II
Drama I
Marching/Concert Band
String Orchestra
Culinary Arts II/Advanced Culinary Arts
AP Studio Art 2-D Design

g-Elective

AP Psychology
Economics
Earth & Space Science (UC Elective)
AP Computer Science A
IT Essentials
Network Engineering
Exploring Computer Science
AP Computer Science Principles
AVID 1, AVID 2
Therapeutic Services
Healthcare Occupations

SUBJECT: 2019 US Open Championship Services Agreement

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the services agreement between Pacific Grove Unified School District and Pebble Beach Company for the 2019 US Open Championship.

BACKGROUND:

In the past the District has partnered with Pebble Beach Company to provide volunteers and parking for the US Open Championship. In return Pebble Beach Company has made a monetary donation to the District for its volunteer service hours.

INFORMATION:

PGUSD shall provide, schedule, train, and supervise no less than six hundred (600) volunteers to perform services at the Event pursuant to a schedule to be provided to PGUSD no later than March 31, 2018. A typical volunteer will be scheduled for 4-five hour shifts during an eleven day period starting Thursday, June 6, 2019 through June 16, 2019. The services to be performed by the volunteers will include retail services (such as stocking, assisting customers, selling merchandise, running cash registers, accounting for monies associated with the sale of merchandise, checking bags, and monitoring entry and exit points).

During each day of the Event, PGUSD agrees to provide the Company with the exclusive use of a minimum of six hundred (600) parking spaces located at Pacific Grove High School and Forest Grove Elementary School as further outlined on the map attached.

So long as PGUSD meets the commitments set forth in the Agreement, Pebble Beach Company agrees to provide a charitable donation in the amount of One Hundred Thousand Dollars (\$100,000) to PGUSD.

FISCAL IMPACT:

Donation of \$100,000

**PGUSD
SERVICES AGREEMENT
2019 U.S. OPEN CHAMPIONSHIP**

This Services Agreement ("Agreement") is made as of November ___, 2017, between **PEBBLE BEACH COMPANY**, located at 2700 17 Mile Drive, Pebble Beach, CA 93953 (the "Company"), and the **PACIFIC GROVE UNIFIED SCHOOL DISTRICT**, located at 435 Hillcrest Avenue, Pacific Grove, California 93950-4398 ("PGUSD").

RECITALS

- A. Company has the exclusive right to host the 2019 UNITED STATES OPEN CHAMPIONSHIP® conducted by THE UNITED STATES GOLF ASSOCIATION® at Pebble Beach Golf Links® from June 10 through June 16, 2019, including practice rounds, tournament play, and any additional day or days resulting from any play-off or postponement (the "Event"); and
- B. Company wishes to use parking space at property owned by PGUSD for parking related to the Event; and
- C. PGUSD has offered to provide, schedule, and supervise volunteers for the Event; and
- D. The provision of parking space and the provision of volunteers as provided by the terms of this Agreement and as further set forth in attached Exhibit A shall collectively be referred to as the "Services".

In consideration of the above and in accordance with the terms and conditions set forth below, and for other good and valuable consideration contained in this Agreement, Company and PGUSD agree as follows:

I. Scope of Services.

A. Volunteers.

1. PGUSD shall provide, schedule, train, and supervise no less than six hundred (600) volunteers to perform services at the Event pursuant to a schedule to be provided to PGUSD no later than March 31, 2018. The services to be performed by the volunteers will include retail services (such as stocking, assisting customers, selling merchandise, running cash registers, accounting for monies associated with the sale of merchandise, checking bags, and monitoring entry and exit points).

a. All volunteers shall be selected and trained no later than May 30, 2019.

b. Schedules detailing the shifts to be worked and the designated volunteer to work those shifts shall be completed no later than April 5, 2019. Each volunteer shall be scheduled to work no less than four (4) shifts between four (4) and six (6) hours per shift.

2. PGUSD shall also provide appropriate lead personnel to perform the requirements of this Agreement. All lead personnel provided by PGUSD shall be subject to the advance approval of Company and shall be selected and approved no later than March 15, 2019.

B. Parking.

1. During each day of the Event, PGUSD agrees to provide the Company with the exclusive use of a minimum of six hundred (600) parking spaces located at Pacific Grove High School and Forest Grove Elementary School as further outlined on the map attached as Exhibit B (the "Parking Areas"). PGUSD agrees to provide access to and adequate space at the Parking Areas for official championship groups to be determined by the Company, staging shuttle buses, conducting security screening and shuttling individuals to and from the Parking Areas to the Event and other related purposes during the Event. PGUSD agrees to allow the Company to post signage on PGUSD property directing vehicles to the Parking Areas during the Event, and to use its best efforts to cooperate with the Company and its transportation partners and companies to allow bus service to and from the Parking Areas as reasonably determined by Company.

2. During the Term, the Company shall, without limitation and as it deems reasonably necessary: (i) provide, at its sole expense, for the appropriate number of parking attendants, law enforcement personnel to assist with traffic control, and other personnel required to be on-site at the Parking Areas in connection with the use thereof; (ii) provide for the installation of cones, barricades, bike rack, rope and stake/fencing for traffic control; (iii) provide for the installation of temporary fencing and roads, if necessary; (iv) clean the Parking Areas each evening of the Event; (v) provide for the installation of appropriate signage; (vi) advertise availability and location for parking; (vii) provide temporary lighting, if necessary, at the Parking Areas; and (viii) make any other arrangements it deems necessary and/or desirable to ensure that high quality parking and transportation services are available for the Event.

3. The Company shall coordinate with PGUSD to provide a mutually agreeable number of parking passes for PGUSD staff to access the Property during the Term.

4. The Company shall, at its sole cost and expense, remove all items and equipment that it has placed, erected or installed in the Parking Areas within ten (10) days of the conclusion of the Term and leave the Parking Areas in substantially the same condition as before the Company's use of the Parking Areas.

II. Consideration.

A. So long as PGUSD meets the commitments set forth in this Agreement, Company agrees to provide a charitable donation in the amount of One Hundred Thousand Dollars (\$100,000) to PGUSD. In the event PGUSD is unable to meet its commitment, Company shall provide a maximum charitable donation of Seventy-five Thousand Dollars (\$75,000).

B. In appreciation for PGUSD's provision of the Services, the Company additionally agrees to provide each of PGUSD's volunteers with the following benefits:

- a uniform consisting of two logo'd golf shirts, a wind jacket, and a piece of headwear;
- one meal voucher per shift;
- access to the Volunteer Hospitality area at the Event; and
- one Weekly Championship Credential

III. Term of Agreement. This Agreement will become effective upon execution and will terminate on June 22, 2019.

IV. Relationship of Parties.

A. **Status of PGUSD:** Under no circumstances shall PGUSD or its volunteers look to the Company as its employer, nor as a partner, agent, or principal. PGUSD and its volunteers shall not be entitled to any benefits accorded to the Company's employees except as provided in IV.B, below, including, without limitation, disability insurance, or vacation or sick pay. PGUSD shall be responsible for providing, at its expense, and in its name, any necessary disability and other insurance as well as any licenses and permits usual or necessary for conducting the Services. PGUSD shall be responsible for all expenses incurred by PGUSD or its volunteers in the performance of the Services except as otherwise provided in this Agreement.

B. **Special Employee Status:** PGUSD and Company agree that each of PGUSD's volunteers shall be designated a special employee for purposes of workers' compensation benefits, pursuant to § 4150 of the California Labor Code. Company shall obtain workers' compensation insurance benefits coverage for PGUSD's volunteers, and PGUSD's volunteers shall be entitled to receive workers' compensation benefits from Company. PGUSD agrees to be bound by all the relevant workers' compensation laws and regulations, including the exclusive remedy provisions of the California Workers Compensation Act. PGUSD volunteers shall not be considered employees of Company for any other purpose.

C. **Payment of Taxes:** PGUSD shall pay, when and as due, any and all taxes incurred as a result of PBC's donation to PGUSD or any compensation PGUSD receives under this Agreement, including estimated taxes, and shall provide Company with proof of such payments upon demand. PGUSD hereby agrees to indemnify and defend the Company against and hold the Company harmless from any claims, losses, costs, fees, liabilities, damages, or injuries suffered by the Company arising out of PGUSD's breach of this section.

D. **PGUSD's Representations:** PGUSD represents that PGUSD has the ability and qualifications to perform the Services in a professional manner. PGUSD agrees that all work shall be supervised in the field by Company's designated representatives. PGUSD shall ensure that its work is adequately coordinated with others as necessary.

V. Indemnity and Insurance.

A. All Services shall be provided and performed entirely at PGUSD's risk, and PGUSD shall be responsible for initiating, maintaining, and supervising adequate safety precautions and programs in connection with the Services. PGUSD shall take all reasonable care to prevent damage, injury, or loss to: (1) its employees, agents, and volunteers, and all other persons; (2) all materials and equipment on the property at the Event site; and (3) all real and personal property at and adjacent to the Event site. Company is not responsible for items or materials which are damaged, lost, or stolen in the course of PGUSD's provision of the Services.

B. PGUSD shall indemnify, defend and hold harmless Company and the United States Golf Association from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including, without limitation, interest, penalties, and reasonable attorney's fees and costs, that Company may incur or suffer and that arise or result from or are related to PGUSD's performance of the Services or any breach or failure of PGUSD to perform any of the representations, warranties, and agreements contained in this Agreement or occasioned wholly or in part by any negligent or intentional act or omission of PGUSD, its agents, or employees.

C. PGUSD agrees to maintain for the duration of this Agreement, in full force and effect, (1) a comprehensive general liability insurance policy including bodily injury and property damage coverage with limits of liability of not less than FIVE MILLION DOLLARS (\$5,000,000) per occurrence and FIVE MILLION DOLLARS (\$5,000,000) in the aggregate; (2) automobile liability insurance policy providing liability coverage in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000); and (3) such other insurance coverage as Company may reasonably require to cover any negligent acts committed by PGUSD during the performance of the Services. Company and United States Golf Association shall be named as additional insured and be provided a certificate of insurance indicating 30 days cancellation notification.

VI. Miscellaneous.

A. This Agreement contains the entire agreement between the parties with respect to the Services and supersedes all negotiations, representations, warranties, commitments, offers, contracts, and writings prior to the date of this Agreement. No waiver, modification, or amendment of any provision of this Agreement shall be effective unless specifically made in writing and duly signed by the party to be bound thereby.

B. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction or as a result of future legislative action, such holding or action shall not affect the validity or effect of any other provision of this Agreement.

C. All notices, requests, demands, and other communications under this Agreement shall be in writing and delivered in person, sent by facsimile transmission, or sent by certified mail, postage prepaid, and properly addressed as follows:

To Company:

Pebble Beach Company
P.O. Box 1919
Pebble Beach, California 93953
Facsimile No.: 831/649-7696
Attention: Patrick Freeman

With a Copy to:

Pebble Beach Company
P.O. Box 1767
Pebble Beach, CA 93953
Facsimile No.: 831/625-8495
Attention: General Counsel

To PGUSD:

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, California 93950-4398
Facsimile No.: [REDACTED]
Attention: [REDACTED]

All communications which are properly addressed, if delivered in person, shall be effective upon delivery; if delivered by facsimile, shall be effective upon transmission; and, if delivered by mail, shall be effective three (3) days from deposit in the United States mail, postage prepaid. Any party may from time to time change its address for the purpose of notices to that party by a similar notice specifying a new address, but no such change shall be deemed to have been given until it is actually received by the party to whom such notice is given.

D. This Agreement shall be governed by and construed under the laws of the State of California.

E. If any legal action or other proceeding is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' and other costs incurred in that action or proceeding, in addition to any other relief to which it may be entitled.

The parties have executed this Agreement as of the date first above written.

PEBBLE BEACH COMPANY

PGUSD

By:_____

By:_____

Print Name:_____

Print Name:_____

Title:_____

Title:_____

EXHIBIT A

THE SERVICES

1. PGUSD shall ensure that its services shall be provided in accordance with all applicable laws, statutes, and regulations in effect at the Event.
2. PGUSD shall ensure that its work is adequately coordinated with others as necessary.
3. PGUSD shall exercise good judgment, care, and discretion when providing the services contemplated by this Agreement so as not to cause or create undue disturbances to any guest or resident of Del Monte Forest or Company.
4. During the performance of this Agreement, PGUSD shall not unlawfully discriminate, harass, or allow harassment, against any employee because of sex, race, color, ancestry, religious creed, national origin, disability, medical condition, marital status, or age.
5. Company and the United States Golf Association are committed to promoting and maintaining a safe and efficient environment for all those in attendance at the Event. The use of alcohol and/or any illegal drugs or controlled substances by PGUSD and PGUSD's employees and volunteers is strictly prohibited during the provision of the Services.

EXHIBIT B
THE PARKING AREAS



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: 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 December 7, 2017 Regular Board Meeting:

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