

Site Visit

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING

Trustees

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

DATE: Thursday, January 25, 2018

TIME: 6:30 p.m. Closed Session
7:00 p.m. Open Session

LOCATION: Community High School
1004 David Ave. Bldg. A
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.

- 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.

B. Pledge of Allegiance

IV. SITE PRESENTATIONS

Community High School presentation: Building Community

V. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

VII. CONSENT AGENDA

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

A. Minutes of December 7, 2017 Board Meeting

Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.

B. Certificated Assignment Order #8

Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #8.

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- C. Classified Assignment Order #8 16
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #8.
- D. Acceptance of Donations 18
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Out of County or Overnight Activities 19
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- F. Cash Receipts Report No. 2 45
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- G. Revolving Cash Report No. 2 49
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- H. Contract for Services with EDEquity, Inc. 51
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the contract for services with EDEquity, Inc. to provide certificated Staff Development on February 20, 2018.
- I. Pilot Participation Agreement with Monterey County Child Care Planning Council 58
Recommendation: (Rick Miller, Assistant Superintendent; Diane Beron, PGUSD State Preschool Teacher; Linda Williams, State Preschool Administrator) The District Administration recommends the Board to review and adopt the Pilot Participation Agreement with Monterey County Child Care Planning Council.
- J. Robert Down Elementary School Sidewalk Repair 64
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the Spruce Avenue sidewalk repair at Robert Down Elementary School to Steele Tape Construction.
- K. Pacific Grove High School Batting Cages 66
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the batting cage fence replacement at Pacific Grove High School to Steele Tape Construction.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. 2016-2017 Audit Report 68
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and accept the audit report as presented.
Move: _____ Second: _____ Vote: _____
- B. Approval of Measure A Education Technology Expenditures 75
Recommendation: (Rick Miller, Assistant Superintendent; Bruce Cates, Director of Technology) The District Administration recommends that the Board review and approve Measure A Education Technology Bond expenditures.
Move: _____ Second: _____ Vote: _____
- C. Board Policies and Regulation Student Rights with Law Enforcement- First and/or Final Read 79
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve or provide feedback on the new Board Policies and Regulation concerning Student Rights with Law Enforcement, as recommended by legal counsel.
Move: _____ Second: _____ Vote: _____
- D. Pacific Grove High School Targeted Counselor Request 89
Recommendation: (Matt Bell, Pacific Grove High School and Community High School Principal) The District Administration recommends that the Board review and approve hiring a targeted student counselor beginning July 1, 2018.
Move: _____ Second: _____ Vote: _____
- E. Job Description for Assistant Superintendent for Business Services 91
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the job description for Assistant Superintendent for Business Services so that the job may be posted through all available channels as soon as possible.
Move: _____ Second: _____ Vote: _____
- F. Board Calendar/Future Meetings 95
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.
Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION

- A. Review of District Enrollment Projections for 2018-19 98
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review the attached Enrollment projections.

Board Direction: _____

- B. Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool 102
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration requests that the Board review the program design and budget for the Adult Education Child Care and Extended Day Preschool Center.

Board Direction: _____

- C. Pacific Grove High School Advance Placement Program Report 116
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board hear a presentation on statistics regarding the Advanced Placement program at Pacific Grove High School.

Board Direction: _____

- D. Facilities Project Updates 117
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

Board Direction: _____

- E. California School Accountability Dashboard 119
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matthew Binder, Director of Education Technology) The District Administration recommends that the Board review the information provided regarding the California School Accountability Dashboard.

Board Direction: _____

- F. Future Agenda Items 121
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 (Feb. 8)
Affordable Housing Project Impacts to District

Board Direction: _____

X. ADJOURN

Next meeting – February 8, 2018 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Organizational Meeting and Regular Meeting of December 7, 2017 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:01p.m.
- B. Roll Call
- | | |
|-------------------------|---|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| | Called in at 6:00 p.m., out at 7:07p.m. |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Kulaea Tulua |

C. Adopted Agenda

Changes to the agenda include Walk-On Memorandum of Understanding between Pacific Grove Unified School District and Monterey Peninsula School District for the Placement of Students with Disabilities in Special Day Classes 2017-18. Additional Walk-On Transfer of Funds from Fund 20 to Fund 40 for Portable Project.

MOTION Dawson/Crandell to adopt agenda as amended.

Public comment: none

Motion CARRIED 4 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the 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

None.

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

III. RECONVENED IN OPEN SESSION 7:07 p.m.

A. Reported 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.

The Board discussed this item.

2. Public Employee Performance Evaluation [Government Code §54957]

The Board discussed this item.

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

The Board discussed this item.

4. Consideration Of Student Discipline (1 Case: Student # 011617) (Education Code Section 48915)

No action taken.

B. Pledge of Allegiance

Led By: Principal Barbara Martinez

IV. ANNUAL ORGANIZATIONAL MEETING

As required by Education Code Section 35143

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

Trustee Dawson nominated Trustee Paff as President.

Public comment: none

Motion CARRIED 5 – 0

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

Trustee Crandell nominated Trustee Swanson as Vice- President/Clerk.

Public comment: none

Motion CARRIED 5 – 0

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

MOTION Phillips/Dawson to determine the dates, times and location of the Regular Board Meetings.

Public comment: none

Motion CARRIED 5 – 0

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

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MOTION Dawson/Crandell to approve Resolution No. 1004 Designating Authorized Agents to Sign School Orders.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

E. Designation of Committee Representatives

Monterey County School Board Executive Committee Liaison: Trustee Paff

MOTION Crandell/Phillips to accept Trustee John Paff as Monterey County School Board Executive Committee Liaison, and Trustee Cristy Dawson as an alternate when needed.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

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 Enterline
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 at 7:55 p.m.

Returned from reception at 8:05 p.m.

VII. COMMUNICATIONS**A. Written Communication**

Trustee Dawson received communication from the Monterey Bay Labor Counsel; Trustees received a letter from a parent regarding security at Pacific Grove Middle School.

B. Board Member Comments

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

Trustee Phillips noted the CSBA Conference was exceptional, wonderful having the PGUSD Board together.

Trustee Dawson noted the CSBA conference was outstanding; thanked Nutrition Director Dianne Hobson for the cafeteria tours and said their staff, cleanliness and food choices were amazing; invited the Board to the CSBA Masters in Governance.

Trustee Crandell was grateful to be here, expressed appreciation for everything everyone does.

Trustee Paff thanked everyone; noted the CSBA was very useful.

C. Superintendent Report

Superintendent Porras thanked the Board for the great CSBA conference and the great participation; noted his participation in the Senate Hearing in San Francisco regarding Sanctuary Districts/Safe Haven Districts, said an upcoming bill will require School Boards to pass a policy around Safe Haven and Superintendent Porras was proud to note that PGUSD was one of the first ten districts in the state to pass the resolution.

D. PGUSD Staff Comments (Non Agenda Items)

Pacific Grove High School Principal Matt Bell thanked the Board for the work that they do; provided an update on the recent movie night “Bully” which had several hundred students and parents that attended to watch.

Director of Maintenance and Operations Matt Kelly provided a brief update on the portables projects at Forest Grove Elementary School and Robert Down Elementary School.

Adult School Principal Barbara Martinez thanked the Board for the wonderful floor in the multipurpose room which is appreciated by the classes using that room; invited the Board to upcoming events at the Adult School.

Robert Down Elementary School Principal Linda Williams invited the Board to upcoming events at Robert Down Elementary School.

VIII. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Pacific Grove Middle School parent Ms. Lee spoke to the Board regarding a recent incident involving her child, her experience with the School Resource Officer and the Pacific Grove Middle School administration. Lee expressed concerns over how the incident was handled, and urged the Board to review policy on Parents Rights and create policy regarding protocols for school officials when students are questioned by law enforcement.

A second parent, Ms. Kuska spoke regarding the same incident, noting there was a lack of communication, students should not be interviewed or questioned by law enforcement without a parent present, and that other serious student safety situations are present on campus.

IX. CONSENT AGENDA

- A. Minutes of November 9, 2017 Board Meeting
- B. Certificated Assignment Order #7
- C. Classified Assignment Order #7
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 590
- G. Substitute Teacher Pay
- H. 2017-18 Budget Revisions #2
- I. Quarterly Report on Williams Uniform Complaints

MOTION Phillips/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 4 – 0

X. ACTION/DISCUSSION

- A. Resolution #1005 Adoption of Debt Issuance and Management Policy

MOTION Dawson/Crandell to approve the Resolution #1005 Adoption of Debt Issuance and Management Policy.

Public comment: none

Motion CARRIED 4 – 0

- B. Resolution #1006 Refinancing of Existing General Obligation Bonds

Dale Scott presented information to the Board, answered questions by the Board. The Board noted that saving the tax payers almost \$2 million and shortening the length of the bond was not a negative to home owners, and the Board noted it was their responsibility to accept when able to reduce bonds.

MOTION Crandell/Dawson to approve the Resolution #1006 Refinancing of Existing General Obligation Bonds.

Public comment: none

Motion CARRIED 4 – 0

C. Approval of the 2017-18 First Interim Report

Assistant Superintendent Rick Miller presented information to the Board, the Board discussed this item and asked questions. Trustee Phillips requested that the topic of STRS/PERS be added as an agenda item.

MOTION Phillips/Dawson to approve the 2017-18 First Interim Report.

Public comment: none

Motion CARRIED 4 – 0

C-1. Walk-On Transfer of Funds from Fund 20 to Fund 40 for Portable Project

MOTION Crandell/Dawson to approve the Walk-On Transfer of Funds from Fund 20 to Fund 40 for the Portable Project.

Public comment: none

Motion CARRIED 4 – 0

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

Superintendent Porras provided the Board an overview on the updates. The Board discussed this item.

MOTION Dawson/Crandell to approve Board Policies, Regulations and Exhibits Updates to Complaint Procedures as Final Read.

Public comment: none

Motion CARRIED 4 – 0

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

Pacific Grove High School Principal Matt Bell presented information to the Board. The Board directed Administration to include UC/CSU on appropriate classes. The Board discussed this item.

MOTION Phillips/Dawson to extend the meeting to 10:30p.m.

Public comment: none

Motion CARRIED 4 – 0

MOTION Dawson/Paff to approve the Pacific Grove High School Course Bulletin for the 2018-19 School Year, with corrections.

Public comment: none

Motion CARRIED 4 – 0

F. 2019 US Open Championship Services Agreement

Director of Maintenance and Facilities Matt Kelly presented information to the Board.

MOTION Crandell/Dawson to approve the 2019 US Open Championship Services Agreement.

Public comment: none

Motion CARRIED 4 – 0

- G. Walk-On Memorandum of Understanding between Pacific Grove Unified School District and Monterey Peninsula Unified School District for the Placement of Students with Disabilities in Special Day Classes 2017-18.

Director of Student Services Clare Davies presented information to the Board. The Board discussed this item at length.

MOTION Crandell/Phillips to approve the Walk-On Memorandum of Understanding between Pacific Grove Unified School District and Monterey Peninsula Unified School District for the Placement of Students with Disabilities in Special Day Classes 2017-18.

Public comment:

Michelle Knight spoke in support.

Motion CARRIED 4 – 0

- H. Board Calendar/Future Meetings

No changes, no action taken.

XI. INFORMATION/DISCUSSION

- A. Future Agenda Items

Elementary Bus Pass (Jan. 25)

Affordable Housing Project Impacts to District

The Board requested the following items be added to future agenda:

- Policy 5145.11 regarding student rights
- AP Testing Results and Data from Pacific Grove High School
- Matter of Student Discipline- Closed Session (1 case)
- Information on 115 Trust

XII. ADJOURNED

10:31 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #8

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #8.

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. 8
January 25, 2017**

NEW HIRE:

Zoe Roach, Elementary Counselor, Part time, 0.40 FTE, Column IV, Step 9 + MA, effective January 8, 2018 (New position)

Brian Hernandez, Speech Therapist, Part-time, 0.80 FTE, Column VI, Step 3 +MA, effective January 17, 2018 (replaces Amy Tackett)

TEMPORARY NEW HIRE:

Tara Carmichael, PGAS, Art for Adults with Disabilities, Temporary, 2 hours per day, 5 days per week, Column A, Step 1, paid per time sheet, effective January 16, 2018 (Dependent upon sufficient enrollment)

Veronica Wilcox, PGAS, Ballet Instructor, Temporary, 1.5 hours per week, Column A, Step 1, paid per time sheet effective January 16, 2018 (Dependent upon sufficient enrollment)

TEMPORARY ADDITIONAL ASSIGNMENT:

Greg Enterline, PGMS, Lunch Club (Gardening), 45 mins./week, paid per time sheet at the PGTA hourly non-instructional rate, effective December 4, 2017 through May 30, 2018 only (PTA funded)

Greg Enterline, PGMS, Lunch Club (ROV), 45 mins./week, paid per time sheet at the PGTA hourly non-instructional rate, effective December 4, 2017 through May 30, 2018 only (PTA funded)

Amy Tulley, PGMS, Lunch Club (Origami), 45 mins./week, paid per time sheet at the PGTA hourly non-instructional rate, effective December 4, 2017 through May 30, 2018 only (PTA funded)

2017-18 Stipend Assignments

Employee	Assignment	Stipend	Funding
Allison Lyon	RDE Garden Coordinator	Annual, \$4,600	School Site Council
Matt Bell	Lead Negotiator, PGTA	Annual, \$5,000	ACSA Donation
Alex Morrison	CTE Lead Advisor Tier 2	Annual, \$4,624	CTEIG
Isaac Rubin	CTE Advisor Tier 1, Robotics	Annual, \$2,541	CTEIG
Greg Enterline	CTE Advisor Tier 1, Robotics	Annual, \$2,541	CTEIG
Sally Richmond	CTE Advisor Tier 1, Information & Communications Tech/Robotics	Annual, \$2,541	CTEIG

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 8
January 25, 2017**

Emily Gutierrez	CTE Advisor Tier 1, Information Technology and Networking	Annual, \$2,541	CTEIG
Celia Lara	CTE Advisor Tier 1, Photography, Arts Media/Entertainment	Annual, \$2,541	CTEIG
Jenn Erickson	CTE Advisor Tier 1, Culinary Arts	Annual, \$2,541	CTEIG
Tony Payan	CTE Advisor Tier 1, Healthcare Occupations	Annual, \$2,541	CTEIG

2017-18 Pacific Grove High School Sports

Employee	Coaching Assignment	Stipend % or # of Sections	Funding
Foster Smith Replaces Dominik Prado	Assistant Boys' Lacrosse	1.0 FTE	GF
Thatcher Weldon Replaces Jean Therou	Varsity Boys' Tennis	1.0 FTE	GF

RETIREMENTS:

Melanie Cardinale, FGE Elementary Teacher, retires effective July 1, 2018 after 23 years of successful service with the Pacific Grove Unified School District

Debbie Engles, FGE Elementary Teacher, retires effective July 1, 2018, after 33 years of successful years of service with the Pacific Grove Unified School District

Nicki Klevan, FGE Elementary Teacher, retires effective June 30, 2018, after 23 years of successful years of service with the Pacific Grove Unified School District

SUBSTITUTE:

Karissa Sais

SUBJECT: Classified Assignment Order #8

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #8

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. 8
January 25, 2017**

NEW EMPLOYMENT:

Sara Birkett, District Office, Administrative Specialist (Student Services), 8 hours per day, 5 days per week, 10.5 month work calendar, Range 40, Step C, effective December 11, 2017 (Replaces Lindsey Terry)

Amanda Jaramillo, Community High School, Administrative Assistant II, 5 hours per day, 5 days per week, 10.5 month work calendar, Range 35, Step D, effective December 13, 2017 (Replaces retiree Charlyce Estes)

RESIGNATION:

Renee Lozano, PGHS Instructional Assistant (Special Education), 6 hours per day, 5 days per week, 180 day work calendar, resigns effective January 5, 2018

Resha Jadeja, FGE Instructional Assistant and Noon Duty Supervisor, total 5 hours per day, 5 days per week, 180 day work calendar resigns effective December 31, 2017

RETIREMENT:

Rick Miller, District Assistant Superintendent of Business Services, retires effective April 30, 2018 after 6.5 years of successful service in the Pacific Grove Unified School District and 23 years of service in education

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

Everett Financial, Inc.	\$ 100 (undesignated)
Jackie Taylor in honor of Mary Lee Newman	\$ 100 (undesignated)
PG Pride	\$ 100 (November grants)

Robert H. Down Elementary School

Mum's Place Furniture	\$ 100 (4 th grade activities)
Thomas and Judith Wills	\$2,100 (new laminator)
Wells Fargo Community Support	\$ 500 (undesignated)
PG Pride	\$1,300 (November grants)

Pacific Grove Middle School

PG Pride	\$ 488 (November grants)
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Pacific Grove High School

PG Pride	\$1,500 (November grants)
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Pacific Grove Community High School

None

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

Kensington Forster	\$1,500 (Ballet Bars)
Natthakan M. Levin	\$ 50 (undesignated)
Melanie and Janet Kunoa	\$ 500 (undesignated)
Jessica McKellar	\$7,000 (Parents Place)

Pacific Grove Unified School District

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>
January 25-27, 2018 Cabrillo College Santa Cruz, CA	PGHS Choir Honor Choir workshop	Auto	\$400	ASB/Choir
January 27 Marin Catholic HS Kentfield, CA	PGHS Wrestling Team Wrestling Tournament	District Van	\$767	Athletics
February 3 Paso Robles HS Paso Robles, CA	PGHS & PGMS CTE Students Skills USA Career Competition	Charter	\$2,564	CTEIG
February 12 CA Academy of Science San Francisco, CA	PGMS 7 th Grade Class Science curriculum	Charter	\$1,772	Donations, students
February 15-17 SJ State University San Jose, CA	PGHS Choir All State Honor Choir Competition	Auto	\$829	ASB/Choir
February 21 Mission San Juan Bautista San Juan Bautista, CA	RD Levy 4 th Grade Class CA Mission curriculum	Auto	\$125	PG Pride
February 22-26 Various locales Anaheim, CA	PGHS Choir Honor Choir Competition	Auto	\$11,600	ASB/Choir

March 10 San Mateo PAC San Mateo, CA	PGHS Dance Team Dance Competition	Auto	\$782	Athletics
March 14-17 Pasadena Convention Ctr. Pasadena, CA	PGHS Choir Honor Choir Competition	Auto	\$1,100	ASB/Choir
March 29 Fresno State & Fresno Pacific Fresno, CA	AVID Classes Grades 8-12 College campus visit	Charter	\$2,200	AVID
April 28 SJ McEnery Conv. Ctr. San Jose, CA	PGHS Dance Team Dance Competition	Auto	\$833	Athletics
May 24 Raging Waters Park San Jose, CA	Robert Down 5 th Grade Class Promotion celebration	Charter	\$4,000	Donations, students
May 24 Great America Theme Park Santa Clara, CA	PGMS 8 th Grade Class Promotion celebration	Charter	\$12,270	Donations, students

Consent Agenda Item E
FAKED
 HS 12/4
 RECEIVED
 NOV 21 2017

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
 REQUEST FOR OFF CAMPUS ACTIVITY

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

Date of Activity 1/25/18 - 1/27/18 Day of Activity Th / Fr / Sat
 Location of Activity Cabrillo College City Santa Cruz County Santa Cruz
 School PG HS Class or Club Choir Grade Level/s 9-12
 School Departure Time 11am Th Fr Sat A.M. P.M.
 Pickup Time from Place of Activity 8:30pm Th Fr Sat 3pm P.M.
 Name of Employee Accompanying Students Michelle Boulware
 Number of Adults 1 (please print) Number of Students 10
 Description of Activity/Educational Objective Participation in a select honor choir
Working with a college professor
 List All Stops Cabrillo College

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 MB
 (Teacher initials)

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

Cost of Activity \$ 400 + Cost of Transportation \$ — = Total \$ 400

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

Account Code: WELLS FARGO BANK #7071

Requested by: Michelle Boulware / Michelle Boulware Date 11/21/17
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 11/21/17

Transportation Department/District Office Use

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

RECEIVED
 DEC 04 2017
 PACIFIC GROVE
 UNIFIED SCHOOL DISTRICT

Approved by Transportation Supervisor: _____
 Approved by Assistant Superintendent: [Signature] Date 12/4/17
 Date of Board Approval January 25, 2018

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

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
JAN 10 REC'D
FAXED
HS 1/16

Date of Activity 1-27-18 Day of Activity Saturday

Location of Activity Marin Catholic HS City Kentfield County Marin

School PGHS Class or Club Wrestling Team Grade Level/s 10-12

School Departure Time @ 4:00 A.M. P.M. X

Pickup Time from Place of Activity 8:00 A.M. P.M. X

Name of Employee Accompanying Students Travis Selfridge, Bill Grant

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

Description of Activity/Educational Objective Tournament

List All Stops store for food, dinner for both days

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

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

**If using District vans, driver names must be listed: Bill Grant, Travis Selfridge

Cost of Activity \$ 666.40 + Cost of Transportation \$ 100 = Total \$ 766.40
100 GING

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

Account Code: PGHS Athletics - Wrestling #1965169244

Requested by: [Signature] Travis Selfridge Date 1/9/18 ATHLETICS

Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/11/18

Transportation Department/District Office Use

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

Cost Estimate \$

RECEIVED
JAN 16 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: R Date 1/16/18

Date of Board Approval January 25, 2018

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

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
JAN 10 REC'D

Date of Activity FEBRUARY 3, 2018 Day of Activity SATURDAY
 Location of Activity PASO ROBLES HS City PASO ROBLES County SAN LUIS OBISPO
 School PGHS Class or Club CTE DEPARTMENT Grade Level/s 9-12
 School Departure Time 6:00 A.M. P.M. SOME 8th GRADUATES AS WELL..
 Pickup Time from Place of Activity 1:30 A.M. P.M. RMD
 Name of Employee Accompanying Students Alex Morrison
 Number of Adults 5 (please print) Number of Students 35 APPROX.
 Description of Activity/Educational Objective SKILLSUSA COMPETITION THAT FEATURES CAREER RELATED SKILLS.

List All Stops PASO ROBLES HIGH SCHOOL

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

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

Cost of Activity \$ 975.00 + Cost of Transportation \$ 1588.25 = Total \$ 2563.25

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

Account Code: 01-6387-0-3800-7210-7310-00-0016-8500-0720 (TRAVEL)

Requested by: [Signature] / ALEX MORRISON 1/10/18 Date 01-0038-0-1110-1000-4300-00-0016-8410-0720 CLASS FEES & 01-0038-0-1110-1000-4300-00-0016-8410-0720 DONATION (ACCEPT)
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/11/18
ASB WELLS FARGO ROBOTICS ACCT 8994873977

Transportation Department/District Office Use

() School Bus ☒ Charter () Available () Not available Date Received 1/16/18
 Cost Estimate \$ 1588.25

Approved by Transportation Supervisor: [Signature] Date 1/16/18

Approved by Assistant Superintendent: [Signature] Date 1/16/18

Date of Board Approval January 25, 2018

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

01/10/18 10:20am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 086033 IN

Charter Date: 02/03/18 SAT

Confirmation Date: 01/14/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: PASO ROBLES

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

P.O. Number:

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

Salesperson: JEANNE DORR
Number of Passengers: 47
Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	02/03/18	6.00	PASO ROBLES	CA	02/03/18	17.00
PASO ROBLES	CA			PACIFIC GROVE	CA	02/03/18	17.00

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

PACIFIC GROVE HS * 615 SUNSET DR * PACIFIC GROVE, CA

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

PASO ROBLES HS * 801 NIBLICK RD * PASO ROBLES, CA

Charter Grand Total	1588.25
Payments Received	.00
Balance Due	1588.25

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

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

Date of Activity 2-12-18 Day of Activity Monday

Location of Activity Cal. Academy of Sciences City San Francisco County San Francisco

School PGMS Class or Club 7th grade (entire class) Grade Level/s 7th

School Departure Time 8:00 A.M. P.M.

Pickup Time from Place of Activity A.M. P.M. 2:15

Name of Employee Accompanying Students Greg Enterline

Number of Adults 16 (please print) Number of Students 162

Description of Activity/Educational Objective We are visiting the Academy of Sciences to review and introduce 26SS material. We are also exposing students to real life applications of science.

List All Stops California Academy of Sciences

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

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

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

Cost of Activity \$ 1771.10 + Cost of Transportation \$ _____ = Total \$ _____

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

Account Code: 01.0036.0.1110.1000.4300.00 005.7280 0720

Requested by: Greg Enterline 1 Greg Enterline Date 9-20-17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 9-22-17

Transportation Department/District Office Use

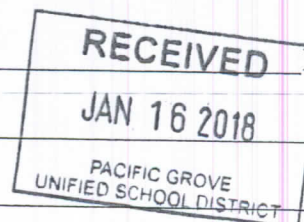
() School Bus () Charter () Available () Not available Date Received 9/25/17

Cost Estimate \$ 5809.70

Approved by Transportation Supervisor: [Signature]

Approved by Assistant Superintendent: _____

Date of Board Approval January 25, 2018



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

01/04/18 12:08pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085627 IN

Charter Date: 02/12/18 MON

Confirmation Date: 01/23/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: PGMS TO ACADEMY OF SCIENCE

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

P.O. Number:

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

Salesperson: PAT DORR
Number of Passengers: 141
Number of Buses: 3

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	02/12/18	8.00	SAN FRANCISCO	CA		
SAN FRANCISCO	CA			PACIFIC GROVE	CA	02/12/18	17.00

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

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

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

ACADEMY OF SCIENCE * GOLDEN GATE PARK * SAN FRANCISCO, CA

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

PICK GROUP UP AT 14.15 FOR RETURN

Charter Grand Total	4178.25
Payments Received	.00
Balance Due	4178.25

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

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

01/05/18 9:04am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085628 IN

Charter Date: 02/12/18 MON

Confirmation Date: 10/17/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: PGMS TO ACADEMY OF SCIENCE

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

P.O. Number:

Remarks:
Drivers Requested:
Bus Type: R MCI 56 PAX

Salesperson: PAT DORR
Number of Passengers: 56
Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	02/12/18	8.00	SAN FRANCISCO	CA		
SAN FRANCISCO	CA			PACIFIC GROVE	CA	02/12/18	17.00

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

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

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

ACADEMY OF SCIENCE * GOLDEN GATE PARK * SAN FRANCISCO, CA

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

PICK GROUP UP AT 14.15
IF BUS IS RELEASED AFTER 17.30, ADD'L CHGS WILL BE DUE.

Charter Grand Total	1631.45
Payments Received	.00
Balance Due	1631.45

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

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

09/27/17 1:16pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085627 IN

Charter Date: 02/12/18 MON

Confirmation Date: 01/23/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: PGMS TO ACADEMY OF SCIENCE

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

P.O. Number:

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

Salesperson: PAT DORR
Number of Passengers: 141
Number of Buses: 3

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	02/12/18	8.00	SAN FRANCISCO	CA		
SAN FRANCISCO	CA			PACIFIC GROVE	CA	02/12/18	17.00

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

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

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

ACADEMY OF SCIENCE * GOLDEN GATE PARK * SAN FRANCISCO, CA

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

PICK GROUP UP AT 14.15
2018 PRICES TO BE DETERMINED.

Charter Grand Total	.00
Payments Received	.00
Balance Due	.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

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

09/27/17 1:17pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085628 IN

Charter Date: 02/12/18 MON

Confirmation Date: 10/17/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: PGMS TO ACADEMY OF SCIENCE

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

P.O. Number:

Remarks:
Drivers Requested:
Bus Type: R MCI 56 PAX

Salesperson: PAT DORR
Number of Passengers: 56
Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	02/12/18	8.00	SAN FRANCISCO	CA		
SAN FRANCISCO	CA			PACIFIC GROVE	CA	02/12/18	17.00

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

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

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

ACADEMY OF SCIENCE * GOLDEN GATE PARK * SAN FRANCISCO, CA

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

PICK GROUP UP AT 14.15
2018 PRICES TO BE DETERMINED.

Charter Grand Total	.00
Payments Received	.00
Balance Due	.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

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
DEC 20 REC'D
FAXED
HS 1/16

Date of Activity Feb 15, 2018 - Feb 17, 2018 Day of Activity Th - Sat
Location of Activity San Jose, CA City SAN JOSE County SAN JOSE

School PGHS Class or Club Choir - Grade Level/s 9-12

School Departure Time 7 A.M. P.M.

Pickup Time from Place of Activity 5 A.M. P.M.

Name of Employee Accompanying Students Boulware

Number of Adults 1 ✓ (please print) Number of Students 4

Description of Activity/Educational Objective Participate in a select honor choir with top students from the state & work with a college professor

List All Stops San Jose State University & Hilton San Jose

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 YMB
(Teacher initials)

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

Cost of Activity \$ 828.04 + Cost of Transportation \$ --- = Total \$ 828.04
(Lodging)

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

Account Code: WELLS FARGO ASB / CHOIR ACCOUNT #8994873977

Requested by: Michelle Boulware , Michelle Boulware Date 12/19/18
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 12/21/18

Transportation Department/District Office Use

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

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: JN Date 1/16/18

Date of Board Approval January 25, 2018

RECEIVED
JAN 16 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

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

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

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

Date of Activity Feb. 21, 2018 Day of Activity Wed.

Location of Activity Mission SJB City San Juan Bautista County San Benito

School RHT Class or Club Ms. Levy Grade Level/s 4

School Departure Time 9:00 A.M. P.M.

Leave
Pickup Time from Place of Activity _____ A.M. 1:30 P.M.

Name of Employee Accompanying Students Karen Levy

Number of Adults 8 (please print) Number of Students 26

Description of Activity/Educational Objective Mission Tour & Ranger led Program about the CA Mission Era.

List All Stops Mission San Juan Bautista

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

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

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

Cost of Activity \$ \$125 + Cost of Transportation \$ 0 = Total \$ 125

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

Account Code: _____

Requested by: Karen Levy Karen Levy Date 1/8/18
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal J. Williams Date 1-16-18

Transportation Department/District Office Use

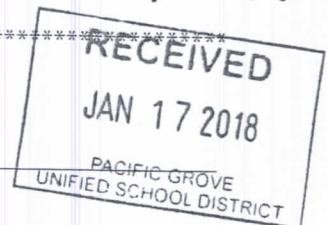
() School Bus () Charter () Available () Not available Date Received _____

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: _____ Date 1/17/18

Date of Board Approval January 25, 2018



FAXED
HS 12/15

Consent Agenda Item E

RECEIVED
NOV 21 REC'D

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

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

Date of Activity 2/22/18 - 2/26/18 Day of Activity Th - M
Location of Activity Anaheim City Anaheim County Orange
School PGHS Class or Club Choir Grade Level/s 9-12
School Departure Time 1:00 A.M. (P.M.)
Pickup Time from Place of Activity 10 A.M. P.M.
Name of Employee Accompanying Students Boulware (MICHELLE & SEAN)
Number of Adults 10 (please print) Number of Students 50
Description of Activity/Educational Objective Small tour visiting a college, participating in a professional workshop & performance & seeing a professional show
List All Stops Embassy Suites, Anaheim; Disneyland; CSUCB; Pantages Theatre
Means of Transportation: () School Bus () Charter ☒ Auto* () District Van** () Walk () Air
* Board Regulation 3541.1 Requirements will be complied with when using private Autos MUS
(Teacher initials)
**If using District vans, driver names must be listed: N/A
Cost of Activity \$ 11,568.16 + Cost of Transportation \$ TBD = Total \$ 11,568.16 plus
Fund/s to be charged for all activity expenses ☒ Students ☒ Club ☒ PG Pride () Other _____
Account Code: WELLS FARGO #70718994873977 CHAIR ACCOUNT/483
Requested by: Michelle Boulware Date 10/23/17
Employee Signature (accompanying student activity) Printed Name
Administration Approval/Principal [Signature] Date 11/21/17

Transportation Department/District Office Use

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

Approved by Transportation Supervisor: _____

Approved by Assistant Superintendent: _____

Date of Board Approval January 25, 2018

RECEIVED
DEC 14 2017
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT
Date _____

sent to PGUSD 12/14/17 on

- Sent to the DO

1-17-18

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

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
JAN 12 REC'D

Date of Activity MARCH 10, 2018 Day of Activity SATURDAY

Location of Activity SAN MATEO PAC City SAN MATEO County SAN MATEO

School PGHS Class or Club DANCE TEAM Grade Level/s 9-12

School Departure Time 5:30 A.M. X P.M. _____

Pickup Time from Place of Activity 8:00 A.M. _____ P.M. X

Name of Employee Accompanying Students Tatum May

Number of Adults 4 (please print) Number of Students 18

Description of Activity/Educational Objective DANCE COMPETITION

List All Stops SAN MATEO PAC

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 TM
(Teacher initials)

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

Cost of Activity \$ 782 + Cost of Transportation \$ 0 = Total \$ 782

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

Account Code: WELLS FARGO ATHLETICS ACCOUNT- DANCE TEAM #1905169244

Requested by: Tatum May / Tatum May Date 1/12/18
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/14/18

Transportation Department/District Office Use

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

RECEIVED
JAN 17 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: _____ Date 1/17/18

Date of Board Approval January 25, 2018

RECEIVED
DEC 20 REC'DPACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

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.FAXED
HS 4/6Date of Activity Mar 14, 18 - Mar 17, 18 Day of Activity W - SatLocation of Activity Pasadena, CA City Los Angeles CountySchool PGHS Class or Club Choir Grade Level/s 9-12School Departure Time 7 A.M. P.M.Pickup Time from Place of Activity 5 P.M. A.M.Name of Employee Accompanying Students BoulwareNumber of Adults 2 (please print) Number of Students 4Description of Activity/Educational Objective Participate in a select honor choir made of 4th students from 5 states. Work with a college professorList All Stops Sheraton Pasadena Hotel Convention Center

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 MB
(Teacher initials)

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

Cost of Activity \$ 1099.02 + Cost of Transportation \$ _____ = Total \$ 1099.02

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

Account Code: WELLS FARGO ASB / CHOIR ACCOUNT #8994873977Requested by: Michelle Boulware Date 12/19/18
Employee Signature (accompanying student activity) Printed NameAdministration Approval/Principal [Signature] Date 12/20/17

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: [Signature] Date 1/16/18Date of Board Approval January 25, 2018RECEIVED
JAN 16 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

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

Date of Activity March 29, 2018 Day of Activity Thursday

Location of Activity Fresno State City Fresno County Fresno

School AVID Class or Club _____ Grade Level/s 8-12

School Departure Time 7 am A.M. ☒ P.M. _____

Pickup Time from Place of Activity 4:30 A.M. _____ P.M. ☒

Name of Employee Accompanying Students Moira Maher, Nicole Bulich, Amanda Nello
(please print) Sean Keller, Jason Torani

Number of Adults 5 Number of Students 50

Description of Activity/Educational Objective Visit Fresno State and Fresno Pacific College tours for AVID students

List All Stops In & Out Burger

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

* Board Regulation 3541.1 Requirements will be complied with when using private Autos

(Teacher initials)

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

Cost of Activity \$ _____ + Cost of Transportation \$ _____ = Total \$ _____

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

Account Code: _____

Requested by: [Signature] / Moira Maher Date 12/20/17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 12-20-17

Transportation Department/District Office Use

() School Bus (☒) Charter (☒) Available () Not available

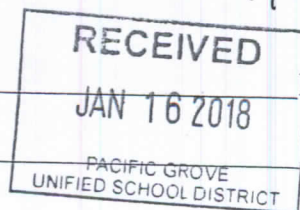
Cost Estimate \$ 2200.00

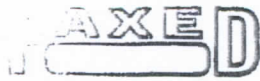
Date Received 1/10/18

Approved by Transportation Supervisor: [Signature]

Approved by Assistant Superintendent: _____

Date of Board Approval January 25, 2018





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

01/10/18 8:04am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 086002 IN

Charter Date: 03/29/18 THU

Confirmation Date: 03/09/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950

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

Contact: LISA STACKS 917-5589

Group: PGHS AVID FRESNO COLLEGE TOUR

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 56

Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	03/29/18	7.00	FRESNO	CA		
FRESNO	CA			PACIFIC GROVE	CA	03/29/18	19.30

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

PACIFIC GROVE HS * 615 SUNSET DR * PACIFIC GROVE, CA

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

FRESNO STATE * SHAW & CEDAR BLVDS * FRESNO, CA
FRESNO PACIFIC UNIV * 1717 S. CHESTNUT * FRESNO, CA
IN'N OUT BURGER * TBA * LISA TO ADVISE.

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

NO FOOD OR DRINK ALLOWED ON BUS FROM IN AND OUT BURGER

Charter Grand Total	2200.00
Payments Received	.00
Balance Due	2200.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____

DATE _____

THANK YOU FOR USING DISCOVERY!

sent to the
DO 1/17/18

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

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
JAN 12 REC'D

Date of Activity APRIL 28, 2018 Day of Activity SATURDAY

Location of Activity SAN JOSE MCENERY CONVENTION CENTER City SAN JOSE County SANTA CLARA

School PBUS Class or Club DANCE TEAM Grade Level/s 9-12

School Departure Time 5:30 A.M. X P.M. _____

Pickup Time from Place of Activity 8:00 A.M. _____ P.M. X

Name of Employee Accompanying Students Tatum May
(please print)

Number of Adults 4 Number of Students 18

Description of Activity/Educational Objective DANCE COMPETITION

List All Stops SAN JOSE MCENERY CONVENTION CENTER

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 TM
(Teacher initials)

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

Cost of Activity \$ 833 + Cost of Transportation \$ 0 = Total \$ 833

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

Account Code: WELLS FARGO ATHLETICS ACCOUNT - DANCE TEAM #1905169244

Requested by: Tatum May / Tatum May Date 1/12/18
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/16/18

Transportation Department/District Office Use

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

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: [Signature] Date 1/17/18

Date of Board Approval January 25, 2018

RECEIVED
JAN 17 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

Per Email 9/11/17
Change Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

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

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

Date of Activity May 23, 2018 Day of Activity Wednesday

Place of Activity Raging Waters

School RHP Grade Level 5th

School Departure Time 8:45 AM ☒ PM ☐

Pickup Time From Place of Activity 3:00 AM ☐ PM ☒

Name of Employee Accompanying Students Mary Wiseman, Sydney Dacyan,

Number of Adults 10 Number of Students 85 Laura Dean & Anne Hober

Class or Club Robert Down Fifth Grade

Description of Activity Water Park / Slides / Shallow water The park has life-

Education Objective 5th grade graduation party guards,

List All Stops none Security,

Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger

☒ Charter () Auto* () Walk () Other** employees we will go on a

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

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

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

3. Cost of Activity \$ 3,000 (Estimate)

4. Cost of Transportation \$ 1800 (Estimate)

Total Cost (Activity + Transportation) \$ 4,800

5. Fund to be Charged for all activity expenses: () Acct. Code () Students

☒ Other Donations from 5th grade families & fundraising.

6. Requested By Mary Wiseman AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval B Williams Date 6-20-17
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ☒ Available () Not Available

Date Received 6/23/17

Cost Estimate \$ 2529.80

Approved By STP Transportation Supervisor

Date 1/12/2018

Approved By [Signature] Assistant Superintendent

Date 1/16/18

Date of Board Approval January 25, 2018

Updated 12/15/15

REVISED

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

09/06/17 11:44am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085480 IN

Charter Date: 05/24/18 THU

Confirmation Date: 07/13/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: 5TH GRADE GRADUATION PARTY

Home Phone: 831-372-7955

Work Phone: 831-646-6643

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 56

Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/24/18	8.45	SAN JOSE	CA		
SAN JOSE	CA			PACIFIC GROVE	CA	05/24/18	17.00

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

ROBERT DOWNS MS * 485 PINE AVE * PACIFIC GROVE, CA

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

RAGING WATERS * 2333 S. WHITE AVE * SAN JOSE, CA

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

2018 PRICES TO BE DETERMINED.

Charter Grand Total	.00
Payments Received	.00
Balance Due	.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

REVISED

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

09/06/17 11:44am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085063 IN

Charter Date: 05/24/18 THU

Confirmation Date: 05/04/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: 5TH GRADE GRADUATION PARTY

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: A MCI 47 PAX

Salesperson: PAT DORR

Number of Passengers: 47

Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/24/18	8.45	SAN JOSE	CA		
SAN JOSE	CA			PACIFIC GROVE	CA	05/24/18	17.00

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

ROBERT DOWNS MS * 485 PINE AVE * PACIFIC GROVE, CA

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

RAGING WATERS * 2333 S. WHITE AVE * SAN JOSE, CA

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

2018 PRICES TO BE DETERMINED.

Charter Grand Total	.00
Payments Received	.00
Balance Due	.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

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

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

Date of Activity May 25, 2018 Day of Activity Friday
 Place of Activity California's Great America
 School Pacific Grove Middle Grade Level 8th
 School Departure Time 8:00 AM PM
 Pickup Time From Place of Activity 3:00 AM PM
 Name of Employee Accompanying Students Jason Tovan
 Number of Adults 5 Number of Students 160
 Class or Club 8th Grade End of Year Field trip
 Description of Activity 8th Grade Theme Park
 Education Objective Celebrate Promotion to High School
 List All Stops None
 Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
 (X) Charter () Auto* () Walk () Other**

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos <u>(P)</u>	
2. If using vans, you MUST list who the drivers are. _____	
3. Cost of Activity \$ <u>7,840</u>	
4. Cost of Transportation \$ <u>4,430</u>	
Total Cost (Activity + Transportation) \$ <u>12,270</u>	
5. Fund to be Charged for all activity expenses:	(X) Acct. Code <u>4300-7280</u>
	() Students
	() Other
6. Requested By <u>P. Odell</u>	Date _____
Employee's Signature	AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval <u>[Signature]</u>	Date <u>6-22-17</u>
Principal's Signature	

Transportation Department/District Office Use Only

Bus(s) (X) Available () Not Available Date Received 6/12/17
 Cost Estimate \$ 4429.50
 Approved By [Signature] Date 6/12/17 / 1/12/2018
 Transportation Supervisor
 Approved By [Signature] Date 1/16/18
 Assistant Superintendent
 Date of Board Approval January 25, 2018 Updated 12/15/15

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

06/12/17 1:06pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085019 IN

Charter Date: 05/25/18 FRI

Confirmation Date: 05/05/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: 8TH GRADE CELEBRATION

Home Phone: 831-372-7955

Work Phone: 831-646-6643

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 168

Number of Buses: 3

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/25/18	8.00	SANTA CLARA	CA		
SANTA CLARA	CA			PACIFIC GROVE	CA	05/25/18	17.00

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

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE,

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

GREAT AMERICA * 1776 GREAT AMERICA PKWY * SANTA CLARA, CA

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

DEPART GREAT AMERICA AT 15.00
TEACHER: JASON TAVANI
2018 PRICES TO BE DETERMINED

Charter Grand Total	.00
Payments Received	.00
Balance Due	.00

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL DAMAGES

\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

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

01/12/18 10:13am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085019 IN

Charter Date: 05/25/18 FRI

Confirmation Date: 05/05/18

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS 917-5589
Group: 8TH GRADE CELEBRATION

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 168

Number of Buses: 3

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/25/18	8.00	SANTA CLARA	CA		
SANTA CLARA	CA			PACIFIC GROVE	CA	05/25/18	17.00

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

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE,

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

GREAT AMERICA * 1776 GREAT AMERICA PKWY * SANTA CLARA, CA

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

DEPART GREAT AMERICA AT 15.00
TEACHER: JASON TAVANI

Charter Grand Total	4429.50
Payments Received	.00
Balance Due	4429.50

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

SUBJECT: Cash Receipts Report No. 2

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of September 14, 2017 through January 17, 2018.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 2

September 14, 2017 - January 17, 2018

Date	Num	Name	Account	Amount
Sep 14, '17 - Jan 17, '18				
9/14/2017	18655	RETIREE INSURANCE	RETIREE INSURANCE	1,561.42
9/14/2017	18656	ADULT EDUCATION	ADULT EDUCATION	2,110.00
9/14/2017	18657	ADULT EDUCATION	ADULT EDUCATION	17,195.01
9/14/2017	18658	Robert Down Elementary	DONATION	320.00
9/14/2017	18659	PGMS	DONATION	4,000.00
9/14/2017	18660	Forest Grove Elementary	DONATION	130.00
9/14/2017	18661	PGMS	SCIENCE CAMP	5,250.00
9/14/2017	18662	STATE OF CALIFORNIA	SP ED	631.88
9/14/2017	18663	BUS PASS	BUS PASS	250.00
9/14/2017	18664	PGHS	DONATION	11,975.30
9/14/2017	18665	BASRP-FG	BASRP	9,670.50
9/14/2017	18666	BASRP-RD	BASRP	3,541.75
9/19/2017	18667	ASE - After School Enrichment	Class Fees	6,895.00
9/19/2017	18668	ADULT EDUCATION	ADULT EDUCATION	187.65
9/19/2017	18669	ADULT EDUCATION	ADULT EDUCATION	3,342.50
9/19/2017	18670	ADULT EDUCATION	ADULT EDUCATION	45.00
9/19/2017	18671	RETIREE INSURANCE	RETIREE INSURANCE	1,233.33
9/19/2017	18672	Calvary High School	SPECIAL RESERVE	500.00
9/19/2017	18673	STATE OF CALIFORNIA	PRESCHOOL	4,016.00
9/19/2017	18674	Forest Grove Elementary	DONATION	250.00
9/19/2017	18675	PGMS	SCIENCE CAMP	1,975.00
9/25/2017	18676	BUS PASS	BUS PASS	250.00
9/25/2017	18677	Robert Down Elementary	REBATE	261.00
9/25/2017	18678	Robert Down Elementary	DONATION	40.00
9/25/2017	18679	TEXTBOOKS	TEXT BOOK FEES	113.00
9/25/2017	18680	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
9/25/2017	18681	ROP	Class Fees	790.00
9/25/2017	18682	RETIREE INSURANCE	RETIREE INSURANCE	2,824.36
9/25/2017	18683	BASRP-FG	BASRP	7,264.00
9/25/2017	18684	BASRP-RD	BASRP	3,555.50
9/29/2017	18685	RETIREE INSURANCE	RETIREE INSURANCE	1,079.97
9/29/2017	18686	Robert Down Elementary	DONATION	60.00
9/29/2017	18687	Robert Down Elementary	DONATION	750.00
9/29/2017	18688	Robert Down Elementary	DONATION	375.00
9/29/2017	18689	Forest Grove Elementary	DONATION	150.00
9/29/2017	18690	Robert Down Elementary	DONATION	100.00
9/29/2017	18691	Community High School	DONATION	137.08
9/29/2017	18692	ADULT EDUCATION	ADULT EDUCATION	3,654.00
9/29/2017	18693	ADULT EDUCATION	ADULT EDUCATION	150.00
9/29/2017	18694	ADULT EDUCATION	ADULT EDUCATION	348.05
9/29/2017	18695	ADULT EDUCATION	ADULT EDUCATION	1,261.00
9/29/2017	18696	Fingerprinting	Fingerprint Fees	2,190.00
9/29/2017	18697	STATE OF CALIFORNIA	SP ED	24.32
9/29/2017	18698	Friends of PG Co-Op Preschool	REIMBURSEMENT	2,250.00
9/29/2017	18699	STATE OF CALIFORNIA	PRESCHOOL	8,321.00
9/29/2017	18700	PGMS	SCIENCE CAMP	2,405.00
9/29/2017	18701	PGMS	DONATION	8.00
9/29/2017	18702	BASRP-FG	BASRP	5,635.00
9/29/2017	18703	BASRP-RD	BASRP	1,840.50
10/6/2017	18704	Facilitron	SPECIAL RESERVE	1,790.00
10/6/2017	18705	RETIREE INSURANCE	RETIREE INSURANCE	8,368.47
10/6/2017	18706	ADULT EDUCATION	ADULT EDUCATION	3,826.00
10/6/2017	18707	ROP	Class Fees	150.00
10/6/2017	18708	RD PTA	DONATION	800.00
10/6/2017	18709	PGMS	DONATION	25.00
10/6/2017	18710	PGMS	Avid	12,312.00
10/6/2017	18711	BUS PASS	BUS PASS	100.00
10/6/2017	18712	STATE OF CALIFORNIA	CAFETERIA	1,136.40
10/6/2017	18713	STATE OF CALIFORNIA	CAFETERIA	16,255.98
10/13/2017	18714	BASRP-RD	BASRP	11,539.50
10/13/2017	18715	BASRP-FG	BASRP	11,594.25
10/13/2017	18716	BASRP-RD	BASRP	4,485.86
10/13/2017	18717	BASRP-FG	BASRP	8,720.25
10/13/2017	18718	RETIREE INSURANCE	RETIREE INSURANCE	1,790.65
10/13/2017	18719	PGHS	Music Program	3,200.00
10/13/2017	18720	PGMS	DONATION	400.00
10/13/2017	18721	Robert Down Elementary	DONATION	60.00
10/13/2017	18722	PGMS	DONATION	300.00
10/13/2017	18723	BUTTERFLY BAZAAR	SURPLUS SALES	285.00
10/13/2017	18724	BUS PASS	BUS PASS	100.00

Date	Num	Name	Account	Amount
10/13/2017	18725	Robert Down Elementary	DONATION	250.00
10/13/2017	18726	Monterey Peninsula Foundation	GATE	10,000.00
10/13/2017	18727	ADULT EDUCATION	ADULT EDUCATION	3,205.00
10/13/2017	18728	ADULT EDUCATION	ADULT EDUCATION	113.65
10/13/2017	18729	ADULT EDUCATION	ADULT EDUCATION	18,375.50
10/16/2017	18730	PG PRIDE	GRANT	2,413.00
10/17/2017	18731	ADULT EDUCATION	ADULT EDUCATION	12,476.42
10/17/2017	18732	ADULT EDUCATION	ADULT EDUCATION	1,115.00
10/17/2017	18733	VOID	Uncategorized Expenses	0.00
10/17/2017	18734	STATE OF CALIFORNIA	CAFETERIA	181.49
10/17/2017	18735	RETIREE INSURANCE	RETIREE INSURANCE	642.33
10/27/2017	18736	RETIREE INSURANCE	RETIREE INSURANCE	1,300.27
10/27/2017	18737	Robert Down Elementary	DONATION	100.00
10/27/2017	18738	BUS PASS	BUS PASS	100.00
10/27/2017	18739	Robert Down Elementary	DONATION	20.00
10/27/2017	18740	STATE OF CALIFORNIA	PRESCHOOL	8,321.00
10/27/2017	18741	Calvary High School	SPECIAL RESERVE	500.00
10/27/2017	18742	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
10/27/2017	18743	STATE OF CALIFORNIA	SP ED	1,512.26
10/27/2017	18744	NMCUSD	custodial	601.00
10/27/2017	18745	ADULT EDUCATION	ADULT EDUCATION	18,525.00
10/27/2017	18746	ADULT EDUCATION	ADULT EDUCATION	58,117.36
10/27/2017	18747	BASRP-RD	BASRP	1,899.00
11/7/2017	18748	RETIREE INSURANCE	RETIREE INSURANCE	9,519.75
11/7/2017	18749	PGMS	DONATION	979.25
11/7/2017	18750	PG PRIDE	GRANT	825.00
11/7/2017	18751	Forest Grove Elementary	DONATION	250.00
11/7/2017	18752	KS State Bank	SPECIAL RESERVE	77,810.41
11/7/2017	18753	Chapman Foundation	GATE	20,000.00
11/7/2017	18754	BUS PASS	BUS PASS	140.00
11/7/2017	18755	BUS PASS	BUS PASS	100.00
11/7/2017	18756	BUS PASS	BUS PASS	150.00
11/7/2017	18757	PRO-ED	REFUND	39.95
11/7/2017	18758	Lost Key Fee	MAINT/GROUNDS	85.00
11/7/2017	18759	TEXTBOOKS	TEXT BOOK FEES	10.29
11/7/2017	18760	HD Supply	REFUND	521.97
11/7/2017	18761	PGMS	DONATION	787.50
11/7/2017	18762	ADULT EDUCATION	ADULT EDUCATION	18,375.50
11/7/2017	18763	ADULT EDUCATION	ADULT EDUCATION	990.00
11/7/2017	18764	ADULT EDUCATION	ADULT EDUCATION	45,160.37
11/7/2017	18765	STATE OF CALIFORNIA	CAFETERIA	1,438.26
11/7/2017	18766	STATE OF CALIFORNIA	CAFETERIA	20,676.56
11/7/2017	18767	MBCS/Monterey Bay Charter School	UTILITIES	6,342.07
11/7/2017	18768	Robert Down Elementary	DONATION	125.00
11/7/2017	18769	Robert Down Elementary	DONATION	125.00
11/7/2017	18770	PGMS	SCIENCE CAMP	325.00
11/7/2017	18771	PGMS	DONATION	100.00
11/7/2017	18772	BASRP-RD	BASRP	4,270.50
11/7/2017	18773	BASRP-FG	BASRP	3,285.00
11/15/2017	18774	Facilitron	SPECIAL RESERVE	14,600.80
11/15/2017	18775	ADULT EDUCATION	ADULT EDUCATION	1,190.50
11/15/2017	18776	ADULT EDUCATION	ADULT EDUCATION	150.00
11/15/2017	18777	STATE OF CALIFORNIA	SP ED	799.33
11/15/2017	18778	Robert Down Elementary	DONATION	40.00
11/15/2017	18779	Robert Down Elementary	DONATION	20.00
11/15/2017	18780	CUSD	SP ED	375.00
11/15/2017	18781	PGHS	Avid	15,596.84
11/15/2017	18782	RETIREE INSURANCE	RETIREE INSURANCE	214.45
11/15/2017	18783	BASRP-RD	BASRP	8,808.00
11/16/2017	18784	PG PRIDE	WALK WITH PRIDE	34,496.00
11/20/2017	18785	RETIREE INSURANCE	RETIREE INSURANCE	799.68
11/20/2017	18786	ROP	Class Fees	200.00
11/20/2017	18787	ROP	Class Fees	213.00
11/20/2017	18788	ROP	Class Fees	240.00
11/20/2017	18789	ROP	Class Fees	265.00
11/20/2017	18790	Calvary High School	SPECIAL RESERVE	500.00
11/20/2017	18791	Jesse Phelps	VANDALISM	308.34
11/20/2017	18792	Intercare Holding Insurance	WORKERSCOMP	516.88
11/20/2017	18793	Intercare Holding Insurance	WORKERSCOMP	516.88
11/20/2017	18794	BASRP-RD	BASRP	3,333.45
11/20/2017	18795	BASRP-FG	BASRP	8,498.75

Date	Num	Name	Account	Amount
12/1/2017	18796	RETIREE INSURANCE	RETIREE INSURANCE	3,331.30
12/1/2017	18797	BASRP-RD	BASRP	3,781.00
12/1/2017	18798	Facilitron	SPECIAL RESERVE	5,997.60
12/1/2017	18799	Intercare Holding Insurance	WORKERSCOMP	516.88
12/1/2017	18800	STATE OF CALIFORNIA	SP ED	1,109.96
12/1/2017	18801	Robert Down Elementary	DONATION	20.00
12/1/2017	18802	STATE OF CALIFORNIA	PRESCHOOL	2,641.00
12/1/2017	18803	STATE OF CALIFORNIA	CAFETERIA	1,129.01
12/1/2017	18804	ASE - After School Enrichment	Class Fees	6,430.00
12/1/2017	18805	PGMS	DONATION	500.00
12/1/2017	18806	Robert Down Elementary	DONATION	20.00
12/1/2017	18807	ROP	DONATION	160.00
12/1/2017	18808	STATE OF CALIFORNIA	SP ED	558.85
12/1/2017	18809	PGMS	DONATION	1,816.00
12/1/2017	18810	ROP	DONATION	134.00
12/1/2017	18811	ROP	DONATION	499.69
12/1/2017	18812	Robert Down Elementary	DONATION	40.00
12/1/2017	18813	ADULT EDUCATION	ADULT EDUCATION	152.50
12/1/2017	18814	ADULT EDUCATION	ADULT EDUCATION	1,160.90
12/8/2017	18815	RETIREE INSURANCE	RETIREE INSURANCE	23,282.55
12/8/2017	18816	KS State Bank	SPECIAL RESERVE	6,226.51
12/8/2017	18817	BUS PASS	BUS PASS	80.00
12/8/2017	18818	PGMS	DONATION	812.50
12/8/2017	18819	PGMS	DONATION	1,300.00
12/8/2017	18820	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	20,889.37
12/8/2017	18821	Forest Grove Elementary	DONATION	100.00
12/8/2017	18822	Forest Grove Elementary	DONATION	100.00
12/8/2017	18823	Intercare Holding Insurance	WORKERSCOMP	516.88
12/8/2017	18824	PG PRIDE	GRANT	3,388.00
12/8/2017	18825	MISC	MISC	6.00
12/8/2017	18826	ADULT EDUCATION	ADULT EDUCATION	1,145.00
12/8/2017	18827	ADULT EDUCATION	ADULT EDUCATION	17,444.65
12/8/2017	18828	BASRP-FG	BASRP	11,344.25
12/8/2017	18829	BASRP-RD	BASRP	10,543.75
12/12/2017	18830	ADULT EDUCATION	ADULT EDUCATION	2,363.50
12/12/2017	18831	RETIREE INSURANCE	RETIREE INSURANCE	10,264.60
12/12/2017	18832	STATE OF CALIFORNIA	CAFETERIA	16,088.04
12/13/2017	18833	RETIREE INSURANCE	RETIREE INSURANCE	387.00
12/13/2017	18834	Intercare Holding Insurance	WORKERSCOMP	1,067.78
12/13/2017	18835	PGMS	ATHLETICS	120.00
12/13/2017	18836	BUS PASS	BUS PASS	150.00
12/13/2017	18837	VOID	Uncategorized Expenses	0.00
12/13/2017	18838	BASRP-RD	BASRP	3,503.25
12/13/2017	18839	PGMS	SCIENCE CAMP	120.00
12/13/2017	18840	Lost Key Fee	MAINT/GROUNDS	35.00
12/18/2017	18841	RETIREE INSURANCE	RETIREE INSURANCE	4,862.30
12/18/2017	18842	ADULT EDUCATION	ADULT EDUCATION	17,147.49
12/18/2017	18843	Robert Down Elementary	DONATION	500.00
12/18/2017	18844	Robert Down Elementary	DONATION	2,100.00
12/18/2017	18845	MISC	MISC	6.00
12/18/2017	18846	ASE - After School Enrichment	Class Fees	140.00
12/18/2017	18847	PGHS	DONATION	10.00
12/18/2017	18848	BASRP-FG	BASRP	5,094.00
1/4/2018	18849	RETIREE INSURANCE	RETIREE INSURANCE	13,297.63
1/4/2018	18850	ADULT EDUCATION	ADULT EDUCATION	526.02
1/4/2018	18851	ADULT EDUCATION	ADULT EDUCATION	3,545.00
1/4/2018	18852	ADULT EDUCATION	ADULT EDUCATION	1,877.00
1/4/2018	18853	ADULT EDUCATION	ADULT EDUCATION	1,088.00
1/4/2018	18854	STATE OF CALIFORNIA	CAFETERIA	1,276.15
1/4/2018	18855	STATE OF CALIFORNIA	CAFETERIA	18,395.74
1/4/2018	18856	STATE OF CALIFORNIA	PRESCHOOL	14,102.00
1/4/2018	18857	PGMS	DONATION	200.00
1/4/2018	18858	PGHS ASB	TRANSPORTATION	55.00
1/4/2018	18859	Calvary High School	SPECIAL RESERVE	500.00
1/4/2018	18860	Robert Down Elementary	DONATION	100.00
1/4/2018	18861	Fingerprinting	Fingerprint Fees	1,256.00
1/4/2018	18862	BASRP-RD	BASRP	1,402.25
1/4/2018	18863	BASRP-FG	BASRP	9,619.50
1/8/2018	18864	Facilitron	SPECIAL RESERVE	3,620.00

Sep 14, '17 - Jan 17, '18

949,541.44

SUBJECT: Revolving Cash Report No. 2

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from September 14, 2017 through January 17, 2018.

INFORMATION:

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

**REVOLVING CASH
BOARD REPORT # 2**
September 14, 2017- January 17, 2018

Date	Num	Name	Account	Amount
Sep 14, '17 - Jan 17, '18				
9/19/2017	5193	Gina Gianfala	ADULT EDUCATION	-75.00
9/26/2017	5194	Crystal Morales	ADULT EDUCATION	-110.00
9/26/2017	5195	Jessica Medawar	SCIENCE CAMP	-350.00
9/26/2017	5196	Stephanie Potter	SCIENCE CAMP	-350.00
9/29/2017	5197	Pacific Grove Police Depa...	BUSINESS OFFICE	-55.00
9/29/2017	5198	Angela Aurelio	ADULT EDUCATION	-120.00
9/29/2017	5199	Ava Spiering	ADULT EDUCATION	-60.00
9/29/2017	5200	Jennifer Meewis	ADULT EDUCATION	-37.50
9/29/2017	5201	Jennifer Lama	ADULT EDUCATION	-45.00
9/29/2017	5202	Sara Elley	ADULT EDUCATION	-120.00
9/29/2017	5203	Marilyn Ryan	ADULT EDUCATION	-35.00
9/29/2017	5204	Veronica Beardsley	ADULT EDUCATION	-75.00
9/29/2017	5205	Tennille Allen	CAFETERIA	-44.00
9/29/2017	5206	Amy Bell	TEXTBOOK	-92.00
9/29/2017	5207	Joyce Elisha	ADULT EDUCATION	-75.00
9/30/2017		ANALYSIS CHARGE	none	-291.38
10/16/2017	5208	Craig Houx	ADULT EDUCATION	-140.00
10/16/2017		ANALYSIS CHARGE	none	-351.81
10/24/2017		DEPOSIT	none	4,273.83
11/17/2017	5209	Paris Vogelpohl	TEXT BOOK FEES	-92.00
11/17/2017	5210	Bill Grant	MAINT/GROUNDS	0.00
11/17/2017	5211	Rebecca Ohsiek	DONATION	-55.81
11/17/2017	5212	Kevin Rawson	ADULT EDUCATION	-80.00
11/30/2017		ANALYSIS CHARGE	none	-262.77
12/6/2017	5213	Bill Grant	MAINT/GROUNDS	-85.00
12/6/2017	5214	Bradley Erickson	ADULT EDUCATION	-75.00
12/8/2017	5215	Heather Lazare	ADULT EDUCATION	-80.00
12/22/2017	5216	Janet Bingham	PAYROLL	-861.33
12/22/2017	5217	Summer Coe	PAYROLL	-845.57
1/3/2018	5218	Jean Therou	TEXT BOOK FEES	-15.00
1/3/2018	5219	Sarah Sedlacek	CAFETERIA	-52.75
1/17/2018	5220	Mary Paulette Walker	ADULT EDUCATION	-75.00
Sep 14, '17 - Jan 17, '18				<u>-733.09</u>

SUBJECT: Contract for Services with EDEquity, Inc.

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with EDEquity, Inc. to provide certificated Staff Development on February 20, 2018.

BACKGROUND:

This all day workshop will examine how to move students from “good to great” by motivating students with teaching practices that includes culturally conscious teaching and principals that will foster deeper learning and shift students from consuming knowledge to producing knowledge.

INFORMATION:

Learning outcomes for certificated staff and administration:
Motivate administrators and teachers to honor and embrace diversity of student learners
Examine key principals of equity to shift mind set and instructional practice
Incorporate cultural responsive strategies to motivate student learning

FISCAL IMPACT:

\$2,500.00 to be paid from the district Curriculum budget



EDEQUITY, INC
CONSULTANT SERVICE AGREEMENT
Pacific Grove Unified School District
Contract 2018-007

THIS AGREEMENT for consultant services ("AGREEMENT") is made and entered into this **1st day of February 2018**, **PACIFIC GROVE UNIFIED SCHOOL DISTRICT** called "**DISTRICT**," and **EDEQUITY, INC.**, A California Corporation, hereinafter called "**CONSULTANT**." **DISTRICT** and **CONSULTANT** may be referred to individually as "**PARTY**" or collectively as "**PARTIES**."

RECITALS

WHEREAS, **CONSULTANT** is skilled, trained, experienced, and competent to render the services and advice described in Article 1 of this **AGREEMENT** and **DISTRICT** requires these services and advice;

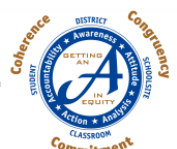
NOW, THEREFORE, **DISTRICT** and **CONSULTANT** mutually agree as follows:

1. Services to be provided by CONSULTANT

CONSULTANT will provide professional development support in the following instructional areas (but not limited to):

- ⇒ Motivate administrators and teachers to honor and embrace diversity of student learners
- ⇒ Examine the key principles of Equity to shift mind-set and instructional practices
- ⇒ How to incorporate Cultural responsive strategies to motivate student learning

- a. **CONSULTANT** will fulfill the year I terms of support no later than **June 30, 2018** ("**TERM**").
- b. **CONSULTANT** will perform said services as an independent consultant under the direction of the **DISTRICT** in the pursuit of his/her independent calling and not as an employee of **DISTRICT**; and he/she shall be under the control of **DISTRICT** as to the result to be accomplished.





2. DISTRICT Obligations

- a. **DISTRICT** will prepare and furnish to **CONSULTANT** upon his/her request such information as is reasonably necessary to the performance of **CONSULTANT'S** work under this **AGREEMENT**. **CONSULTANT** assumes no responsibility for the quality of work performed by **DISTRICT's** employees.
- b. **DISTRICT** is responsible for the venue, meals/refreshments, registration, publicity, and participating staff.

3. CONSULTANT'S Fee and Payment Thereof

- a. The **DISTRICT** will pay the **CONSULTANT** an amount of two thousand five hundred dollars (\$2,500.00 dollars) which includes travel expense and direct service.
- b. Additional days of service exceeding the contracted days will be negotiated by **DISTRICT** and **CONSULTANT**.
- c. **DISTRICT** shall not withhold federal and state income tax deductions from payments made to **CONSULTANT** under this **AGREEMENT**, but will provide **CONSULTANT** with a statement of earning at the conclusion of each calendar year.
- d. **CONSULTANT** will provide **DISTRICT** with a payment installment schedule for invoicing of specified services under this **AGREEMENT**, which is due and payable upon receipt of invoice.
- e. In the event **DISTRICT** does not pay within 60 days of date payment is due and specified in section 3 of this contract, **CONSULTANT** has the right to charge a late fee of 1.5% of the outstanding payment due per month starting from the original date the payment was due.

4. Failure to Provide Satisfactory Service, Abandonment of Project, Cancellation of AGREEMENT

If the cancellation is for unsatisfactory performance, **DISTRICT** shall be obligated to pay **CONSULTANT** only for those services deemed by **DISTRICT** to be satisfactory as of the effective date of cancellation or termination. If the cancellation is a result of **DISTRICT'S** decision to suspend indefinitely or abandon the work under this **AGREEMENT**, **DISTRICT** shall be obligated to pay **CONSULTANT** for those services as specified in this contract.





5. Additional charges for rescheduling or canceling work. This Agreement represents a firm commitment between **DISTRICT** and **EDEQUITY, INC.** for the services agreed upon in on the dates set forth therein. If **DISTRICT** decides to make one or more changes, the following schedule of additional fees and charges is agreed upon by the parties to this Agreement:
 - a. Canceling or changing any instructor day(s) less than thirty (30) days in advance of the scheduled date(s) agreed upon: **DISTRICT** will pay a Cancellation Fee equal to fifty percent (50%) of the instruction fees and materials agreed upon for each instructor day so canceled or changed; however, if such cancellation(s) occurs thirty (30) days or less before the schedule date(s) involved, the above Cancellation Fee shall be seventy-five percent (75%) of the instruction fees and materials plus any expenses **CONSULTANT** has already incurred.
 - b. For any unique materials requested by **DISTRICT** for a canceled date, **CONSULTANT** will charge 100% of the costs quoted for such materials.
 - c. Indemnification. **CONSULTANT** shall defend, indemnify and hold the **DISTRICT**, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions or willful misconduct of **CONSULTANT**, its officials, officers, employees, agents, consultants and **DISTRICT's** arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. **CONSULTANT** shall defend, at **CONSULTANT'S** own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against **DISTRICT**, its directors, officials, officers, employees, agents or volunteers.

CONSULTANT shall pay and satisfy any judgment, award or decree that may be rendered against **DISTRICT** or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. **CONSULTANT** shall reimburse **DISTRICT** and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. **CONSULTANT'S** obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the **DISTRICT**, its directors, officials, officers, employees, agents or volunteers.





6. Insurance

- a. **CONSULTANT** shall obtain and maintain at its sole cost and expense throughout the Term the following insurance coverage: (a) Commercial (Comprehensive General) Liability with minimum limits of 1,000,000.00 for bodily injury and property damage per occurrence and \$1,000,000.00 for bodily injury and property damage in the aggregate and (b) Worker's Compensation with minimum limits as required by the Labor Code of the State of California. **CONSULTANT** shall deliver to **DISTRICT**, certificates evidencing all required policies, which identifies the **DISTRICT** as an additional insured.

7. Non-assignment

This **AGREEMENT** shall not be assignable except with written consent of **PARTIES**.

8. Notices

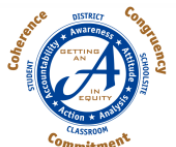
Any required notices hereunder shall be given in writing at the address of each **PARTY** set forth below and shall be deemed served when delivered or, if delivery is not accomplished by reason or some fault of the addressee, when tendered.

If to EDEQUITY, INC.:

360 South Market Ave Ste. 2001
San Jose, CA 95113
ATTN: Chief Executive Officer
PHONE: (559) 790-1093
www.edequity.com

If to PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Ave
Pacific Grove, CA. 93950
ATTN: Ani Silva
PHONE: 831-646-6593





8. Special Provisions

- a. **CONSULTANT** shall comply with all federal, state, and local laws and ordinances applicable to such work. **CONSULTANT** shall provide worker's compensation insurance to self-insure his/her services. Any Errors and Omissions claims shall be limited to the extent of the value of this contract.
- b. This **AGREEMENT** may be amended by the mutual written consent of the **PARTIES**.

IN WITNESS WHEREOF, the parties hereto have executed this **AGREEMENT** on the day and year first above written.

EDEQUITY INC.

PACIFIC GROVE UNIFIED SCHOOL
DISTRICT

A CALIFORNIA CORPORATION

Edwin Lou Javius
Edwin L. Javius, President/CEO

Superintendent

20-0080582
Tax ID #

Date: _____

Understanding the Key Principles of Equity

Moving from Good to Great School District

Workshop Description

Pacific Grove School District is one of the premiere school districts in California. Not resting on its laurels of being high performance, the district and teacher teams look to sustain and deepen practices to reach all students. The workshop provided by EDEquity Inc., will engage the district and site personnel, to examine how move from “good to great” for every student. Motivating all students requires a system and teaching practices that will tap into learning assets of every student. The participants will be provided evidence based strategies to foster deep learning. Key culturally conscious teaching principles will deepen current teaching practices. Structure oral language (think-pair-write-share), vocabulary development and positive descriptive feedback to students will be shared to shift student learning from consuming knowledge to producing knowledge.

Learning Outcomes:

- Motivate administrators and teachers to honor and embrace diversity of student learners
- Examine the key principles of Equity to shift mind-set and instructional practices
- How to incorporate Cultural responsive strategies to motivate student learning

SUBJECT: Pilot Participation Agreement with Monterey County Child Care Planning Council

PERSON (S) RESPONSIBLE: Rick Miller, Assistant Superintendent;
Diane Beron, PGUSD State Preschool Teacher;
Linda Williams, State Preschool Administrator

RECOMMENDATION:

The District Administration recommends the Board to review and adopt the Pilot Participation Agreement with Monterey County Child Care Planning Council.

BACKGROUND:

Assembly Bill 300 authorizes the Monterey County Child Care Subsidy Pilot Program (Monterey County Pilot Project), a plan designed to meet the needs and goals of our local community. February 15, 2018 is the deadline for participation. The Monterey County Pilot Project will be in effect from July 1, 2018 to June 30, 2023.

INFORMATION:

Shannon Watkins, Child Development Services presented information regarding AB 300 at the June 8, 2017 PGUSD board meeting and will bring updated information to the January 25, 2018 board meeting. Due to the high cost of living in our area, one of the key components include the raising of the family income eligibility ceiling, allowing for more participation.

FISCAL IMPACT:

Possible increase of revenue from additional families who would be eligible to participate in the State Preschool Program.

**PILOT PARTICIPATION AGREEMENT
MONTEREY COUNTY CHILD CARE PLANNING COUNCIL
AND PARTICIPATING MONTEREY COUNTY CDE-EESD CONTRACTOR**

JULY 1, 2018 - JUNE 30, 2023

PARTICIPATING CONTRACTOR: _____

Overview:

Assembly Bill 300(AB300), signed by the Governor, authorizes the Monterey County Child Care Subsidy Pilot Project (Monterey County Pilot), a plan specifically tailored to the needs and goals of the local community. The Monterey County Pilot allows the county to address two fundamental concerns: first, that families barely earning enough to meet the high costs of housing in the county nevertheless are considered too high income to qualify for child care subsidies; and second, that the state reimbursement rates to providers contracted to provide high quality child care are so low that providers cannot cover their costs, and therefore, are unable to utilize their full allocation of state and federal child care and child development funds. As a result, fewer children are subsidized through these providers and child care spaces are being lost in the county.

AB300 provides the county only limited flexibility in designing its subsidy rules. In particular, there are four fundamental limitations on the pilot:

- No family who would have been eligible under state rules can either become ineligible or be asked to pay higher family fees;
- Provider participation is entirely voluntary;
- The number of child days of enrollment across participating providers must increase overall from the base year; and
- There are no additional resources for the pilot – only unearned and unallocated funds from existing contracts and CDE-EESD funding streams.

As required by the legislation, Monterey will prepare annual reports on the progress of the pilot program for submission to the Legislature, the Department of Social Services, and the Early Education and Support Division. Among other elements, these annual reports will track the county's performance on five outcome goals:

1. Maintain the number of active direct service child care and development services contractors in Monterey.
2. Increase the aggregate child days of enrollment at participating contractors.
3. Increase the monthly income for families approaching the state income eligibility threshold.
4. Increase the stability of care for families approaching the state income eligibility threshold.

5. Decrease the share of unearned direct service contract funds returned to the California Department of Education.

Recognizing the needs of the county, the potential benefits for families and providers, and the limitations of the legislation, the Monterey County Pilot seeks to achieve five basic goals:

1. Increase the retention of direct service center-based child care and development services California Department of Education-Early Education and Support Division (CDE-EESD) contractors.
2. Increase the aggregate child days of enrollment in subsidized care in Monterey County.
3. Increase the ability of low-income families to move toward self-sufficiency through higher earnings.
4. Increase the stability of care placements for children whose families become income-ineligible for child care subsidies.
5. Maximize the take-up of Monterey County's child care and child development subsidy allocations.

As part of the Monterey County Pilot and in consideration of the additional child care subsidies described herein, participating contractors agree to:

1. Possible changes in the contract amount (MRA - maximum reimbursable amount), cde's (child days of enrollment), and previously assigned reimbursement rate to the new Monterey Pilot Reimbursement Rate (PRR) may be effective July 1, 2018. It is not anticipated that there will be changes to participating contractor's MDO (minimum days of operation). NOTE: This is not applicable to APP/CalWORKS contractors and WILL NOT reduce the overall MRA of the participating contractor unless agreed to by the contractor.
2. The Monterey County Pilot has changes to both the family income eligibility threshold for exiting the program, as well as to the family fee schedule. Current changes to the income eligibility and fee schedules will be effective July of each fiscal year.
3. Any contractor who did not accept participation in the Monterey County Pilot as of February 15, 2018 will be considered a non-participant and will not be included in the Monterey County Pilot. No contractor may enter the Monterey County Pilot after the initial enrollment period.
4. All contractors participating in the Monterey County Pilot agree to work with the Planning Council and EESD Contractors Committee to contribute timely data and information for the evaluation and outcome measures required of the pilot for mandated annual reports to the legislature, CDE-EESD.
5. Participating contractors agree to send a representative to all Planning Council EESD Contractors' Committee meetings and trainings.

6. Participating contractors agree to provide current, and update as necessary, the contact information (e-mail address and telephone number) for the Executive Director, Program Director(s) and fiscal/enrollment staff responsible for contract management and reporting.
7. Participating contractors agree to maximize the use of any unearned contracts.
Participating contractors understand that this may result in subcontracting and/or contract adjustments of under- or over-earnings to the total contract amount (MRA), contract child days of enrollment (cde), and possibly the Pilot Reimbursement Rate (PRR). Active participation in this process is required as part of this agreement.

If a program is under-earning at the mid-year evaluation, participating contractors must either demonstrate that they have a plan for fully earning the total contract amount (MRA) and contract child days of enrollment within the fiscal year, or have a plan for sub-contracting the projected under-earnings to another participating contractor that anticipates the ability to fully earn the subcontract. The EESD Contractors Committee will assist in identifying and facilitating subcontracts between participants. Agreements must allow subcontractors reimbursement at the full PRR for that contract type.

8. Changes in the PRR and/or family fee schedule may require adjustments in the contract terms for individual contractors, including the cde and MRA. Participating contractors will confirm in writing their approval of the proposed contract terms. No provider will have a reduction in contract cde or MRA without their written approval.
9. Within a given contract year, the Planning Council and EESD Contractors Committee may facilitate interagency agreements, to temporarily transfer funds between contractors. An interagency agreement will authorize a temporary reduction in the MRA and contract cde for one contractor and an equal increase in the MRA and contract cde for the other. An interagency agreement will be in effect only for the term of the current contract and will not change any conditions of the current contracts other than the MRA and cde.
10. Re-bidding for any child care and development contract funds that are relinquished or collected by CDE-EESD due to under-earning in Monterey County will be re-bid *within* the Monterey County Pilot. Non-participating contractors are not eligible to bid for these contract funds. NOTE: This is not applicable to APP/CalWORKS contractors.
11. **Participating contractors agree that CDE-EESD may share contractor reports needed for data collection purposes related to the Monterey County Pilot with Monterey County Planning Council/EESD Contractors Committee, upon request. The quarterly 9500 and 8501SF forms must be submitted to the Planning Council Coordinator within one week of its due date to CDE-EESD.**
12. **Every participating contractor shall provide projections of its “child days of enrollment” by contract on a monthly basis when requested to the Planning Council**

Coordinator. The quarterly 9500 and 8501SF forms must be submitted to the Planning Council Coordinator within one week of its due date to CDE-EESD.

13. **801A population data of all children enrolled on the 1st business day of April, must be submitted by May 15th to MC LPC for the Monterey County Pilot annual census.**
14. Participating contractors agree to conduct additional data collection as requested by the Planning Council/EESD Contractors Committee, for the purpose of analyzing the Monterey County Pilot. **Annually, aggregated Desired Results Parent Surveys and Provider Satisfaction Surveys must be submitted upon request.** Baseline and follow-up surveys of parents who may no longer be receiving services from the contractor may also be requested.

The Monterey County Child Care Planning Council agree to:

Monterey County Education Planning Council will each engage a Pilot Administrator who is primarily responsible for management and oversight, data collection, and monitoring of the Monterey County Pilot under the direction of the Planning Council's CDE Contractors' Committee.

1. The Planning Council will do the following:
 - Maintain open communication with participating contractors and CDE-EESD.
 - Will transmit all signed participation letters to Monterey County's assigned CDE-EESD field consultant and fiscal analyst on behalf of the participating contractors.
 - Will work in partnership with each contractor for data collection purposes.
 - Will monitor contractors' projections with respect to fully earning all contracts, will request data in a timely manner, and will compile and analyze the data for the purpose of full utilization and maximization of all CDE-EESD contracted funds.
 - In the event of projected under-earnings, will support and facilitate the sub-contracting process in collaboration with the under-earning contractor and an identified subcontractor; and will facilitate any communications with CDE-EESD as requested by the participating contractors.
 - Will facilitate the development of, collect, and analyze parent and provider surveys as required by AB300.
 - Will coordinate with participating contractors around any proposed contract changes, and create a system to calculate yearly contract amounts. NOTE: Final decisions of contract changes will be up to the participating contractors.
 - Will work with contractors to collect baseline and annual data from participating contractors.

- Will establish measurable outcomes to evaluate the success of the Monterey County Pilot that will address already identified barriers, highlight newly identified barriers, and recommend strategies to achieve the county's child care system's goals.
 - Will compile and analyze all surveys and reports to create an annual report that must be submitted to the California Legislature and CDE-EESD.
 - Will ensure that Monterey County fully meets all reporting and other requirements of the Monterey County Pilot.
 - Will work with the California Department of Education and other Monterey County contractors to assist participating contractors in obtaining subsidies contemplated herein.
2. The Planning Council will facilitate the process to determine the Monterey County Pilot status and to maximize the county's collective use of all contracted funds.
 3. The Planning Council will continue to advocate for appropriate regulations and reimbursement rates for contractors that adequately compensate for the cost of care. The Planning Council will also continue to advocate on behalf of families for appropriate eligibility regulations and fee requirements.

This *Pilot Participation Agreement* is valid from the time of signing. This document will be reviewed, and revised as needed.

Planning Council Coordinator
Monterey County

Date

(Participating contractor –Agency Name)

(Name)

(Title)

(Authorized Signature)

Date

SUBJECT: Robert Down Elementary School Sidewalk Repair

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Spruce Avenue sidewalk repair at Robert Down Elementary School to Steele Tape Construction.

BACKGROUND:

The Spruce Ave sidewalk adjacent to Robert Down has been significantly damaged from the root systems of three trees. Damage from the root systems has caused major cracking and breaking of the walkway resulting in significant tripping hazards. The District was approved by the City of Pacific Grove to remove the trees.

INFORMATION:

This proposal is to remove and replace the sidewalk from the pedestrian gate to the corner Spruce Ave & 12th Street.

FISCAL IMPACT:

Deferred Maintenance

Steele Tape construction

1945 GRANDVIEW ST
SEASIDE CA 93955
Lic # 643289

Phone # 831-682-0470
Fax # 831-899-2625
E-mail capsteele@sbcglobal.net

Proposal

Date	Estimate #
12/17/2017	361

Property Address robert down school pg ca side
--

Name / Address matt kelly pgusd robert down /sidewalk demo sidewalk replacemnt on backside entrance
--

Description	Total
concrete job- remove and demo approximate 13 yds of side walk 8 ft wide by 147 ft long sawcut and leave existing curb. sawcut backside where asphalt is leave 10 " dirt patch between asphalt and sidewalk remove approach{driveway}repour driveway set forms for 4" pour place concrete and finish with lines every 5 ft on sidewalk. redo driveway{approach} labor and materials	18,500.00

Please sign, date and return.

I hearby authorize the above information and am an authorized agent. Signed _____
Date _____ FAX: 831-899-2625

	Total	\$18,500.00
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SUBJECT: Pacific Grove High School Batting Cages

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the batting cage fence replacement at Pacific Grove High School to Steele Tape Construction.

BACKGROUND:

PGHS Baseball Team is in need of major repairs to their batting cages. High School Baseball coach, has been soliciting donations and raising money for the repairs for the last few years. The District has agreed to pay \$5,000 towards this project.

INFORMATION:

This proposal is to remove the existing batting cage and replace with new chain link fencing, posts, and railing.

FISCAL IMPACT:

\$5,000.00 from Deferred Maintenance

\$20,000.00 from Donations

Steele Tape construction

1945 GRANDVIEW ST
SEASIDE CA 93955
Lic # 643289

Phone # 831-682-0470
Fax # 831-899-2625
E-mail capsteele@sbcglobal.net

Proposal

Date	Estimate #
1/17/2018	336

Property Address
PG HIGH SCHOOL

Name / Address
pg baseball pg school district gil ruiz/matt kelley batting cages job/remove replace batting cages pg high school

Description	Total
INSTALLATION OF 80 FT LONG BY 48 FT WIDE X 3 16FT WIDE CAGES 12 FT HIGH ALL POSTS FULL WEIGHT 2/78 SET IN 3FT CONCRETE. CHAIN LINK-12 FT 9 GAUGE TOP ,BOTTOM AND MIDDLE RAIL 1/5/8 NEW RAIL ON TOP. USE EXISTING RAIL FOR BOTTOM AND MIDDLE RAIL.	25,000.00
DEMO EXISTING BATTING CAGE AND 4 FT FENCE REUSE EXISTING BANDS RAIL AND 1 GATE MOVE EXISTING SLIDER. CONTRACTOR TO REMOVE DEMO MATERIALS	0.00
NOTE-PG HIGH TO REMOVE AND REINSTALL ARTIFICIAL TURF{CONTRACTOR NOT RESPONSIBLE FOR DEALING WITH EXSISITING ARTIFICIAL TURF.	
THIS BID IS FOR LABOR AND MATERIALS JOB WILL NOT TAKE MORE THAN 21 DAYS TO COMPLETE TOTAL COST 25,000 WITH 15,000 DOWN TO START JOB REMAINDER 10,000 TO BE PAID ON COMPLETION.	0.00

Please sign, date and return.

I hereby authorize the above information and am an authorized agent. Signed _____
Date _____ FAX: 831-899-2625

	Total	\$25,000.00
--	--------------	-------------

SUBJECT: 2016-2017 Audit Report

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and accept the audit report as presented.

BACKGROUND:

Under state law, each public school district is required to have an annual audit performed by an independent audit firm. Results of the audit are presented to the Board for acceptance and submittal to the County Office of Education and the California Department of Education for review.

INFORMATION:

The District's audit was performed by Vavrinek, Trine, Day and Company (VTD). Paper copies are available upon request, or the report may be viewed on the District website. A representative from the audit firm will be available at the Board meeting to respond to Board questions.

While the audit contains an extensive amount of information concerning the District's finances, some of the major points are:

- 1) Auditor's Opinion (page 3) - The most important part of the audit report is the auditor's opinion of the District's financial statements. In the first paragraph of page 3, the Auditor issues an unqualified opinion, (unmodified) where the auditor states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position...of Pacific Grove Unified School District, as of June 30, 2017...". An unqualified opinion is the cleanest opinion an auditor can express, and means that the auditors found nothing in the financial statements that was materially in error.
- 2) Audit Findings (pages 91-94) - The audit report identifies no Financial Statement findings (see page 91), and no Federal Award findings (see page 92).

There was one State Award finding regarding the identification of English Language Learners in the CalPads system. (see page 93). While our Powerschool database correctly counted 410 EL students, the state CalPads system counted 434. The reason being that for a student to be reclassified in the CalPads system as non-EL, the school district that initially identified the student as EL, must make the correction in CalPads. The Auditors recommend that PGUSD communicates with the prior school district to make sure changes take place.

- 3) Financial Trends and Analysis (page 76) - This schedule compares the financial information found in the audit report to information from prior years. The fund balance in the General Fund increased by \$1.7 million over the past two years. The District will be able to meet the state requirement of 3.0% reserves. Enrollment has increased by 32 ADA over the past two years.

FISCAL IMPACT:

None.

Opinions



In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Pacific Grove Unified School District, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 13, budgetary comparison schedules on pages 64 and 65, schedule of other postemployment benefits funding progress on page 66, schedule of the district's proportionate share of net pension liability on page 67, and the schedule of district contributions on page 68, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Pacific Grove Unified School District's basic financial statements. The accompanying supplementary information such as the combining and individual non-major fund financial statements and Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the other supplementary information as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

2 FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2017

None reported.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

2 FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2017

None reported.

STATE AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2017

The following finding represents an instance of noncompliance and questioned costs relating to State program laws and regulations. The finding has been coded as follows:

2

Five Digit Code
40000

AB 3627 Finding Type
State Compliance

2017-001 40000

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Unduplicated Local Control Funding Formula Pupil Count

Criteria

Under the Local Control Funding Formula, school districts receive supplemental funding known as the Supplement Grant and Concentration Grant. The amount of funding received is generated by the number of students who are either English Learners (EL) or participants in the Free/Reduced Meal Program in accordance with *Education Code* Sections 2574(b)(3)(C), 42238.02(b)(3)(b), and 41020.

Condition

During our audit of the unduplicated local control funding formula pupil count, several students were incorrectly reported as EL on the CalPads report, while being recorded in the District's attendance system, Powerschools, as not being EL.

Effect

In our initial sample, four students were identified with the discrepancy. Our sample size was expanded to include the entire population of students reported on the CalPads 1.18 as not direct certified, not foster, not homeless, not free/reduce meals participant, not migrant, and identified as EL. As a result of the 100 percent testing performed, we identified 24 students incorrectly reported as EL to CalPads.

The table below summarizes the effect of students who were incorrectly reported.

Pacific Grove Unified School District (excluding County programs)

Certified total enrollment	2,078
Certified total unduplicated pupil count	434
Unduplicated pupil count adjustment based on eligibility for EL funding	(24)
Adjusted total enrollment	2,078
Adjusted total unduplicated pupil count	410

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

STATE AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2017

Cause

It appears that the cause is in the process for updating student transfers within the CalPads system. Students who were classified with an EL designation in Calpads at their previous school district, but have been reclassified with a non-EL designation at their current school district will not be reclassified properly in the CalPads system unless the student's previous school district makes the update in CalPads.

Questioned Cost

Due to the District's Minimum State Aid Guarantee being funded on the 2012-2013 State Categorical Programs, there is no questioned cost associated with this condition.

Recommendation

The District must have procedures in place to communicate with the previous school district of the student to ensure the proper designation in CalPads is accurate when changes to that designation occur.

Corrective Action Plan

This is an ongoing issue in CalPads. The first school that owns a student's record decides the "ELA Status" for that student. If we determine that a student should be designated something different (e.g. "english only" should be "english learner"), we are unable to change it and most schools resist requests to make changes to decisions they made previously. They don't like the implication that they made a mistake. Sometimes this occurs when parents don't want students to be in EL programs at their new school and insist that their student is fluent English.

Placement is based on more than a test score; a language committee at each school looks at multiple factors. In the past, subsequent schools could enter whatever they decided was best for a student. This is limited by the newer business practices of CalPads.

We can write a policy that says we will attempt to contact prior schools and request a change in CalPads, but in the practical world, few will actually make the change.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2017

	(Budget) 2018 ^{1,4}	2017 ⁴	2016 ⁴	2015 ⁴
GENERAL FUND				
Revenues ³	\$ 30,575,957	\$ 30,493,574	\$ 29,883,288	\$ 26,019,663
Other financing sources	-	158,410	-	-
Total Revenues and Other sources ³	30,575,957	30,651,984	29,883,288	26,019,663
Expenditures	30,276,792	30,435,285	28,275,427	25,777,966
Other financing uses and transfers out	42,382	69,711	52,984	94,386
Total Expenditures and Other Uses ³	30,319,174	30,504,996	28,328,411	25,872,352
INCREASE IN FUND BALANCE	\$ 256,783	\$ 146,988	\$ 1,554,877	\$ 147,311
ENDING FUND BALANCE	\$ 5,644,661	\$ 5,387,878	\$ 5,240,890	\$ 3,686,013
AVAILABLE RESERVES ²	\$ 4,591,816	\$ 4,618,310	\$ 4,697,365	\$ 2,318,582
AVAILABLE RESERVES AS A PERCENTAGE OF TOTAL OUTGO	15.1%	15.1%	16.6%	9.0%
LONG-TERM OBLIGATIONS	Not Available	\$ 53,257,460	\$ 51,190,117	\$ 52,501,482
AVERAGE DAILY ATTENDANCE AT P-2	2,012	1,984	1,991	1,952

The General Fund balance has increased by \$1,701,865 over the past two years. The fiscal year 2017-2018 budget projects a further increase of \$256,783 (4.77 percent). For a district this size, the State recommends available reserves of at least three percent of total General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating surpluses in all of the past three years and anticipates incurring an operating surplus during the 2017-2018 fiscal year. Total long-term obligations have increased by \$755,978 over the past two years.

Average daily attendance has increased by 32 over the past two years. Additional growth of 28 ADA is anticipated during fiscal year 2017-2018.

¹ Budget 2018 is included for analytical purposes only and has not been subjected to audit.

² Available reserves consist of all unassigned fund balances including all amounts reserved for economic uncertainties contained with the General Fund.

³ On behalf payments have been excluded from revenues and expenditures in this schedule for the 2015 fiscal year.

⁴ General Fund amounts do not include activity related to the consolidation of the Special Reserve Retiree Benefits Fund as required by GASB Statement No. 54.

See accompanying note to supplementary information.

SUBJECT: Approval of Measure A Education Technology Expenditures

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services;

Bruce Cates, Director of Technology

RECOMMENDATION:

The District Administration recommends that the Board review and approve Measure A Education Technology Bond expenditures.

BACKGROUND:

On November 4, 2014, the voters with the Pacific Grove Unified School District approved an \$18 million General Obligation Bond to be used for Education Technology. Each property may be charged a maximum of \$17.96 per \$100,000 of assessed valuation over 18 years. Measure A was approved by voters with 59.79% of the vote.

The bond measure will improve technology by:

- Increasing student access to computers.
- Upgrading educational software in every classroom.
- Implementing a multiyear, District-wide educational technology plan.
- Improving classroom and campus security systems.
- Installing student performance assessment software for statewide testing/learning requirements.

The bond funds will be released in six separate series, approximately \$3 million every three years, over a period of 18 years. The first issuance, Series A, was released in the 2014-15 fiscal year for \$2,328,234. As the assessed valuations of the properties within the District increase, the maximum allowable funding for each series will also increase.

INFORMATION:

Please see the attached spreadsheet which is a current list of Measure A expenditures that are awaiting Board approval. The quoted prices are estimated and may change due to variations in tax and shipping costs. This list of expenditures has been reviewed and approved by the District's Ed Tech Committee.

This allocation of funds is for \$294,311, which is in keeping with the Board-approved plan to disburse Ed Tech Bond funding in six month intervals. For the next three years, there will be a new allocation of \$300,000 every six months. The next \$300,000 allocation will come to the Board for approval in July 2018.

FISCAL IMPACT:

\$294,311 of equipment and software to be purchased from Fund 21

Measure A - Ed Tech Request January 25, 2018 PGUSD Board Meeting

	Item	Request	Site(s)	Qty	Est. Cost Incl. Tax; S/H	Item Total
1	Chromebooks (student)	Jan/Feb 2018	RD, FG, HS	63 [1]	\$320.00	\$20,160.00
2	iPads (student)	Jan/Feb 2018	HS, RD	83 [2]	\$390.00	\$32,370.00
3	Lamp Free Projectors (classroom)	Jan/Feb 2018	HS, MS	5 [3]	\$920.00	\$4,600.00
4	TI-84s Calculators (student)	Jan/Feb 2018	HS	30	\$98.00	\$2,940.00
5	SurfacePro 4 (staff)	Jan/Feb 2018	HS	5	\$2,327.00	\$11,635.00
6	Compound Microscopes (student)	Jan/Feb 2018	HS	15	\$230.00	\$3,450.00
7	Laptop Computers (staff)	Jan/Feb 2018	HS, MS, RD, FG	12 [4]	\$610.00	\$7,320.00
8	Desktop Computers (staff)	Jan/Feb 2018	FG	3 [5]	\$480.00	\$1,440.00
9	High Capacity Laser Printer (counselor office)	Jan/Feb 2018	HS	1	\$340.00	\$340.00
10	B&W Laser Printer (classroom)	Jan/Feb 2018	FG	8 [6]	\$125.00	\$1,000.00
11	Color Laser Printer (computer lab)	Jan/Feb 2018	FG	1	\$370.00	\$357.00
12	*iPad Pro (teacher)	Jan/Feb 2018	FG	1	\$780.00	\$780.00
13	AppleTV (computer lab, classroom)	Jan/Feb 2018	FG	2 [7]	\$240.00	\$480.00
14	*iPadPro Keyboard (staff)	Jan/Feb 2018	FG	1	\$180.00	\$180.00
15	Flat Panel HD Display (computer lab)	Jan/Feb 2018	RD	1	\$2,025.00	\$2,025.00
16	WiFi Router/AP (computer lab)	Jan/Feb 2018	RD	1	\$700.00	\$700.00
17	Wireless Mice (computer lab)	Jan/Feb 2018	RD	30	\$15.00	\$450.00
18	Chromebook Cabinet (computer lab)	Jan/Feb 2018	RD, FG	4	\$1,500.00	\$6,000.00
19	Mice (classroom)	Jan/Feb 2018	FG	20	\$9.50	\$190.00
20	High Outpout LCD Projector (auditorium)	Jan/Feb 2018	RD	1	\$13,000.00	\$13,000.00
21	iPad Charging/Docking Station (classrooms)	Jan/Feb 2018	FG	12	\$43.00	\$516.00
22	*StudySync ELA Digital ELA Curriculum (core curr)	Jan/Feb 2018	MS		>>>>	\$57,000.00
23	Amplify Science (sup curr)	Jan/Feb 2018	MS		>>>>	\$2,000.00
24	System 44/Read 180 Renewal (interv curr)	Jan/Feb 2018	FG, RD, MS, HS		>>>>	\$6,000.00
25	*Read&Write for Google Chrome (literacy support)	Jan/Feb 2018	FG, RD, MS, HS		>>>>	\$5,695.00
26	*Turn it In (classroom management)	Jan/Feb 2018	HS		>>>>	\$4,970.00
27	*Learning Ally (literacy support)	Jan/Feb 2018	MS, HS		>>>>	\$4,200.00

28	*West Interactive SchoolMessenger Services (data system)	Jan/Feb 2018	DO		>>>>	\$2,923.00
29	TypingQuest (sup curr)	Jan/Feb 2018	RD, FG		>>>>	\$1,440.00
30	ExtraMath (sup curr)	Jan/Feb 2018	RD, FG		>>>>	\$700.00
31	Sumdog Math (sup curr)	Jan/Feb 2018	FG		>>>>	\$1,900.00
32	*Illuminate ISI Implementation (data system)	Jan/Feb 2018	DO		>>>>	\$27,390.00
33	*Illuminate DnA renewal (data system)	Jan/Feb 2018	DO		>>>>	\$14,500.00
34	Security Camera Installation - RD (tech project)	Jan/Feb 2018	DO		>>>>	\$42,480.00
35	Underground Cable (fiber optics) Locator	Jan/Feb 2018	DO		>>>>	\$4,500.00
36	Tech Defenders Chromebook Repairs (service)	Jan/Feb 2018	DO		>>>>	\$8,680.00
					Total	\$294,311.0

[1] 10 for HS, 28 for RD, 25 for FG

[2] 36 RD , 47 FG

[3] 3 for MS, 2 for HS

[4] 1 for FG, 3 for HS, 3 for RD, 3 for MS, 2 reserves.

[5] 3 FG

[6] 8 FG

[7] 1 RD, 1 FG

SUBJECT: Board Policies and Regulation Student Rights with Law Enforcement- 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 new Board Policies and Regulation concerning Student Rights with Law Enforcement, as recommended by legal counsel.

INFORMATION:

New Policy 5145.11 regarding Questioning and Apprehension by Law Enforcement, and new Policy and Regulation 5145.12 regarding Search and Seizure, all as recommended by legal counsel.

Policy 5145.11 Questioning and Apprehension by Law Enforcement

- All Police Matters
- Investigations unrelated to school attendance or activity
- Subpoenas

Policy 5145.12 Search and Seizure

- Individual searches
- Searches of multiple student lockers/desks
- Use of metal detectors
- Use of contraband detection dogs

Regulation 5145.12 Search and Seizure

- Use of metal detectors
- Use of contraband detection dogs
- Notifications

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Students

Policy #5145.11

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT

The Governing Board believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.12 - Search and Seizure)

All Police Matters

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Investigations unrelated to school attendance or activity

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises.

Pacific Grove Unified School District

Students

Policy #5145.11

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT

Investigations related to school and attendance or activity, or otherwise within the District's jurisdiction for school discipline

Except in cases of child abuse or neglect, parents will be notified in advance and given an opportunity to attend the interview conducted by a law enforcement officer unless: (1) the law enforcement officer directs the District otherwise; or (2) the urgency of the situation makes the notice impracticable or will otherwise delay or hinder the investigation.

The District has a School Resource Officer dedicated to the District schools who may occasionally be present during the investigation of school discipline matters. The School Resource Officer may be present to observe investigations conducted by the administration and in those circumstances, advance parental notification is not required. If the School Resource Officer is asked to assist in conducting the investigation, parents/guardians will be notified in advance and given the opportunity to attend the interview, unless: (1) the School Resource Officer directs the District otherwise; or (2) the urgency of the situation makes the notice impracticable or will otherwise delay or hinder the investigation.

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent/guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.18 Peace officers

1328 Service of subpoena

Pacific Grove Unified School District

Students

Policy #5145.11

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 Ops.Cal.Atty.Gen. 96 (1971)

34 Ops.Cal.Atty.Gen. 93 (1959)

Management Resources:

WEBSITES

California Department of Justice, Office of the Attorney General: <http://oag.ca.gov>

Pacific Grove Unified School District

Students

Policy #5145.12

SEARCH AND SEIZURE

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 3515 - Campus Security)
 (cf. 3515.3 - District Police/Security Department)
 (cf. 5131 - Conduct)
 (cf. 5131.7 - Weapons and Dangerous Instruments)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

(cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)

Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

Cellular phones or other electronic communication devices may be searched with consent from the student or in any other manner consistent with the law.

Pacific Grove Unified School District

Students

Policy #5145.12

SEARCH AND SEIZURE

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials is/are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student.
(Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Metal Detectors

The Board believes the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances

Pacific Grove Unified School District

Students

Policy #5145.12

SEARCH AND SEIZURE

prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

48900-48927 Suspension and expulsion

49050-49051 Searches by school employees

49330-49335 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razors

CALIFORNIA CONSTITUTION

Article I, Section 28(f) Right to Safe Schools

COURT DECISIONS

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313

O'Connor v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2001)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEBSITES

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

Pacific Grove Unified School District

Students

Policy #5145.12

SEARCH AND SEIZURE

California Attorney General's Office: <http://caag.state.ca.us>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Pacific Grove Unified School District

Students

Regulation #5145.12

SEARCH AND SEIZURE

Use of Metal Detectors

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets and belongings of metallic objects.
2. If an initial metal detector activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry) and to walk through a second time.
3. If a second activation occurs, a hand-held metal detector shall be used.
4. If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another district employee.
5. The search shall be limited to the detection of the cause of the activation.

Use of Contraband Detection Dogs

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Notifications

At the beginning of each school year and upon enrollment, the Superintendent or designee

Pacific Grove Unified School District

Students

Regulation #5145.12

SEARCH AND SEIZURE

shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks
2. The district's contraband dog detection program
3. The use of metal detector scans

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detectors for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

SUBJECT: Pacific Grove High School Targeted Counselor Request

PERSON(S) RESPONSIBLE: Matt Bell, Principal

RECOMMENDATION:

The District Administration recommends that the Board review and approve hiring a targeted student counselor for 1.0 FTE beginning July 1, 2018.

BACKGROUND:

Over the past 10 years, Pacific Grove High School (PGHS) has placed an emphasis on identifying students who have had weak adult connections and made efforts to strengthen those connections. This is in accordance with Developmental Assets research. This research has driven many of the questions asked on the California Healthy Kids Survey (CHKS) done in the District each year. The Local Control Funding Formula (LCFF), established in 2014, placed particular emphasis on closing achievement gaps and building equity for all students which became an additional focus of the District. Targeted students were identified as socioeconomically disadvantaged (SED), English Language Learners (ELL), Hispanic, and other students. These groups make up about 20% of PGHS population. The state had funded a program to hire an additional counselor in 2011 to help address these issues and PGHS hired a part time counselor until the funding ended.

Given ongoing successful efforts in STAR and California Assessment of Student Performance and Progress (CAASPP), it is natural that identifying students who are not performing and developing plans to help them has come to the forefront of our efforts. Part of our efforts to address these targeted students came in the form of a grant that is currently funding one AVID class and a .2 FTE counselor. This funding will be reduced for the 2018-19 year forcing the cancellation of the class or the counselor, hence this request.

INFORMATION:

Concurrent with the focus on targeted students, we have reformatted our counseling department's focus to address a more direct support for all students. All freshmen students meet with the counselor to design a 4-year plan. They meet again during their junior year. We found that plans often shifted dramatically, often due to grades or a lack of realistic thinking. Our new plans involve meeting with all students each year to help guide course selection and college plans as well as hold more evening meetings to help parents with college planning. Additionally, meetings to directly assist seniors in college applications and letters of recommendation have been added. All of this will help with a-g CSU/UC completion as well as with college and career preparedness, a specific State indicator of school performance.

Where these plans address the bulk of our students, it leaves our targeted students without the support that they need to succeed. Designating a Targeted Student counselor to specifically meet, guide, and counsel both the targeted students and parents will both better support these students and their parents and will also free up the other counselors to implement our new vision. We have found that these targeted students often have myriad barriers to success including academic barriers, social and emotional barriers, lack of basic organizational skills, family problems, and drug and alcohol issues. The Targeted Student counselor would be directly addressing these issues. She would be taking on Student Study Team (SST meetings), personal and drug counseling issues, 504 meetings, academic interventions, CTE counseling, EL language review and assessment, referrals to outside resources, case manager with the EL teacher to provide continuity throughout high school, facilitate parent, teacher, student meetings, facilitate adult connections

with at-risk students and the subsequent follow-up. There are many other more minor duties that she would take on, also. This counselor would also take on Community High School (CHS) counseling duties and would already likely have a relationship with students referred to CHS. This would deepen the resources and likely success for students at CHS. As both PGHS and CHS have had outside counseling services, this position will replace that need and cost.

As collateral beauty, an increase in the PGHS counseling staff will provide students more one-on-one support, ideally resulting in more students being successful. Increased counseling 'safety nets' lead to a prevention focused-model versus reactive intervention services

FISCAL IMPACT:

Costs to the general fund would be commensurate with placement on the salary schedule.

SUBJECT: Job Description for Assistant Superintendent for Business Services

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Ed. D, Superintendent;
Billie Mankey, Director II Human Resources

RECOMMENDATION:

The District Administration recommends that the Board review and approve the job description for Assistant Superintendent for Business Services so that the job may be posted through all available channels as soon as possible.

BACKGROUND:

The current Assistant Superintendent for Business Services, Mr. Rick Miller, has submitted his letter of retirement effective April 30, 2018. In order to begin the hiring process in a timely fashion, a Board approved job description is required. The proposed job description has been written to reflect the current needs of the district and is aligned with the professional standards. This position is for classified management and aligns with all requirements listed in the California Education Code.

FISCAL IMPACT:

All compensation for this position shall be determined via a Board authorized contract after a final candidate has been recommended to and approved by the School Board.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

Directly responsible to the Superintendent, the Assistant Superintendent for Business Services serves as the technical expert whose primary duty is the financial operation of the district and the development and implementation of the annual budget. The Assistant Superintendent is a member of the District's Management Team and the Superintendent's Cabinet.

The Assistant Superintendent for Business Services provides leadership and primary responsibility for the following areas: Accounting and payroll, budgeting, purchasing, attendance, internal controls, maintenance, building and grounds, food service, transportation, facility usage, insurance programs, disaster preparedness and loss control.

The Assistant Superintendent is also responsible for:

- Attending all regular and special meetings of the Board of Education and make reports on district programs as directed by the Superintendent
- Serving in the absence of the Superintendent of the District and regularly attending evening events as assigned
- Working with the Superintendent and senior management in implementing the Board's adopted plans and programs in all department areas
- Providing assistance to all District-level departments in the completion of their duties, as appropriate
- Contributing to meeting District goals by participating with the other senior level managers in their planning and management of District operations
- Attending professional meetings, conferences, academies, etc., to represent the District and the Superintendent as needed, and to keep abreast of current trends and professional practices
- Maintaining positive community relationships
- Respect and maintain professional confidences
- Direct others to use appropriate protocols for communicating personal and/or professional concerns
- Promoting positive staff morale and relationships

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Responsible for the timely and efficient management of business and fiscal activities of the district
- Provide supervision to fiscal officer regarding the development and regular monitoring of the district's budget
- Provide direction and supervision over the district's accounting and payroll function including submission of required State reports
- Provide direction and supervision of the district's business, maintenance, grounds, transportation and food service programs
- Maintain, update, and interpret systems to ensure compliance with requirements of the Education Code and other legal codes and statutes
- Provide the Superintendent with regular reports regarding the status of all funds within the budget
- Advise the Superintendent in a timely manner regarding fiscal and budgetary issues that may pose a threat to financial stability of the district
- Assure compliance with AB 1200/2756 budget approval, Local Control Accountability Plan (LCAP) oversight, and monitoring activities

- Advise the Superintendent of sources of funds available for current and future District programs and actively seeks solutions that will enable schools to offer successful educational programs
- Present required reports to the Superintendent for preview/review
- Coordinate and direct the district's long range financial planning process
- Prepare short-term and long-term financial planning reports, mandated cost claims and reports, cost analysis reports and program evaluations
- Coordinate the district's annual financial audit and administers the district's fixed asset program
- Responsible for generating and displaying district budget documentation so that the district management staff and school community clearly understand the financial condition of the district
- Act as the district's purchasing agent
- Oversee all bond/parcel measures and other associated projects
- Provide assistance to the Superintendent and Human Resources in the analysis of employee contracts, and participate in all district bargaining teams
- Administer the district's property management, facility construction/remodeling and deferred maintenance programs
- Evaluate employees under his/her jurisdiction adhering to timelines and procedures noted in collective bargaining contracts
- Perform other duties as assigned by the Superintendent

QUALIFICATIONS

Knowledge of:

- Principals, techniques, and procedures of business administration, including public school budgeting and financial control
- Fiscal planning
- Risk management
- District organizational systems
- Facility development processes and funding alternatives
- Financial management systems
- Current trends and development in the field of school business
- Applicable provisions of federal, state, and district laws, rules and regulations
- Operations of payroll, transportation, maintenance, facilities, and nutrition services
- Office management and procedures
- Principles and practices of leadership, management, supervision and training
- California school curricular programs
- Equity and diversity issues

Ability to:

- Prioritize, organize, and multi-task
- Perform basic math including calculations using fractions, percentages, and/or ratios
- Interpret and develop budget information
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the goals
- Coach and mentor staff using a reflective approach for dialogue to reach collaboration and/or consensus
- Establish and maintain working relationships and work collaboratively with other administrative leaders in carrying out the work of the District
- Understand the connection between finance and instructional programs

- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Prepare comprehensive narrative and statistical reports
- Communicate effectively in English both orally and in writing
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused during interruptions and distractions
- Meet deadlines and schedules
- Display tact and courtesy
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Serve on all committees as directed by the Superintendent

EDUCATION AND EXPERIENCE:

- Degree in business, accounting, mathematics or a related field preferred
- Valid CA Driver's License
- Minimum of three years of demonstrated budget development experience, preferably in schools
- Prior school administrative experience is desirable

PHYSICAL REQUIREMENTS: Incorporated within one or more of the essential functions of the position are the essential physical requirements.

Ability to:

- See, for purposes of working on the computer, observing support staff and reading materials, reports, budgets and other printed matter
- Understand speech at normal levels in person or on the telephone
- Ability to communicate in English so others will be able to clearly understand a normal conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 25 pounds

WORKING CONDITIONS:

Office and school site work environment subject to travel between and within school sites, sitting at a desk for long periods of time, bending, crouching, or kneeling at files or equipment, pushing/pulling of file drawers, and reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.

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: Review of District Enrollment Projections for 2018-19

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review the attached Enrollment projections.

BACKGROUND:

One of the first steps in the budgeting process is to estimate the number of students expected to be enrolled at each grade level. Once the number of students is projected, the District can then identify any changes to certificated staffing needs based upon changes in enrollment.

INFORMATION:

Using actual enrollment data from prior years, student enrollment for 2018-19 is projected using a non-weighted, straight cohort-survival formula. The formula takes the current enrollment at each grade level, moves that cohort forward one grade level.

Observations for 2018-19:

- 1) Forest Grove enrollment is estimated to be **462** students, which is **a decrease of 1** student. Forest Grove is expected to have a large 1st grade class of 83 students, and a smaller 1st grade class of 65 students and a larger 2nd grade class of 86 students. There are no recommended staffing changes at Forest Grove.
- 2) Robert Down enrollment is estimated to be **472** students, which is **a decrease of 17** students. Robert Down is expected to have a smaller 1st grade class of 76 students and a larger 2nd grade class of 90 students. The 5th grade class shows a decline of 20 students. There are no recommended staffing changes at Robert Down.
- 3) Middle School enrollment is expected to be **475** students, which is a **decrease of 25** students. The decrease is the result of the current year's large 8th grade class of 184 students moving on to High School next year, and being replaced with an 8th grade class of 161.
- 4) High School enrollment is expected to be **667** students, which is **an increase of 49** students. High School enrollment is estimated by moving the 8th Graders from the Middle School (184) into 9th Grade, and graduating out the 12th Graders (135). Community High School is expected to have enrollment of **18** students.
- 5) Overall, district enrollment is expected to be **2,094** students, which is **an increase of 6 students**.

Enrollment reports will be brought before the Board again in April.

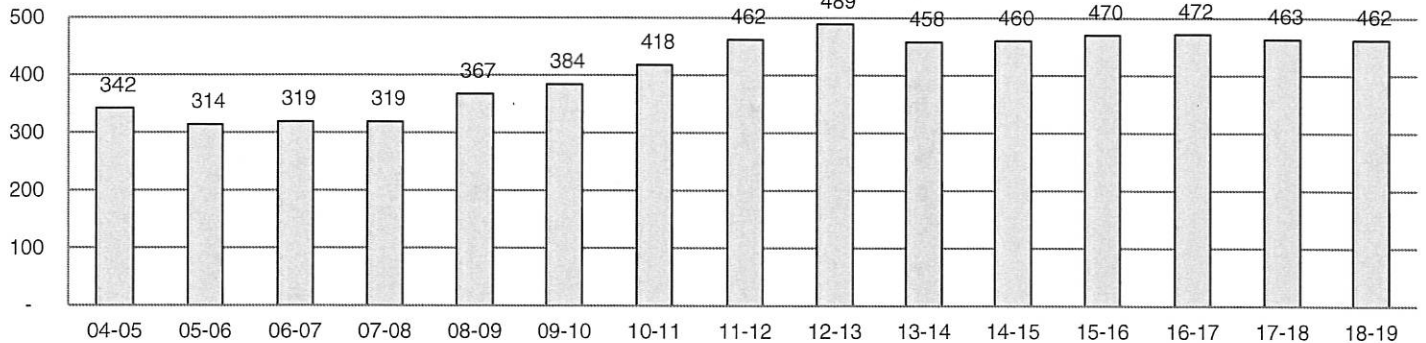
FISCAL IMPACT:

Changes in enrollment have no impact on revenues because the District receives its funding primarily from property taxes. However, changes in enrollment does result in changes to Site Allocations, Certificated staffing, and any categorical budgets that receive funding based on enrollment.

Enrollment - CBEDS

	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19	
	actual		actual		actual		actual		actual		actual		actual		estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
Forest Grove																
TK					22		27		26		28		27		27	
K	78		74		64		78		78		85		65		65	
1	72	0.0%	77	-1.3%	68	-8.1%	64	0.0%	82	5.1%	73	-6.4%	86	1.2%	65	0.0%
2	77	10.0%	78	8.3%	71	-7.8%	69	1.5%	66	3.1%	80	-2.4%	66	-9.6%	86	0.0%
3	80	17.6%	81	5.2%	67	-14.1%	69	-2.8%	70	1.4%	72	9.1%	77	-3.8%	66	0.0%
4	80	12.7%	86	7.5%	89	9.9%	75	11.9%	71	2.9%	68	-2.9%	76	5.6%	77	0.0%
5	75	11.9%	93	16.3%	77	-10.5%	78	-12.4%	77	2.7%	66	-7.0%	66	-2.9%	76	0.0%
Total	462		489		458		460		470		472		463		462	
change	44	10.5%	27	5.8%	(31)	-6.3%	2	0.4%	10	2.2%	2	0.4%	(9)	-1.9%	(1)	-0.2%

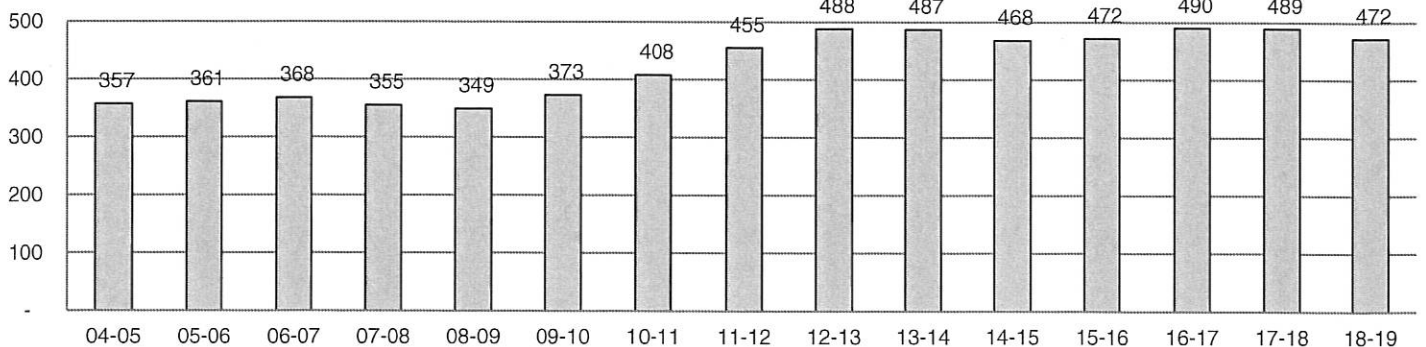
Forest Grove Enrollment



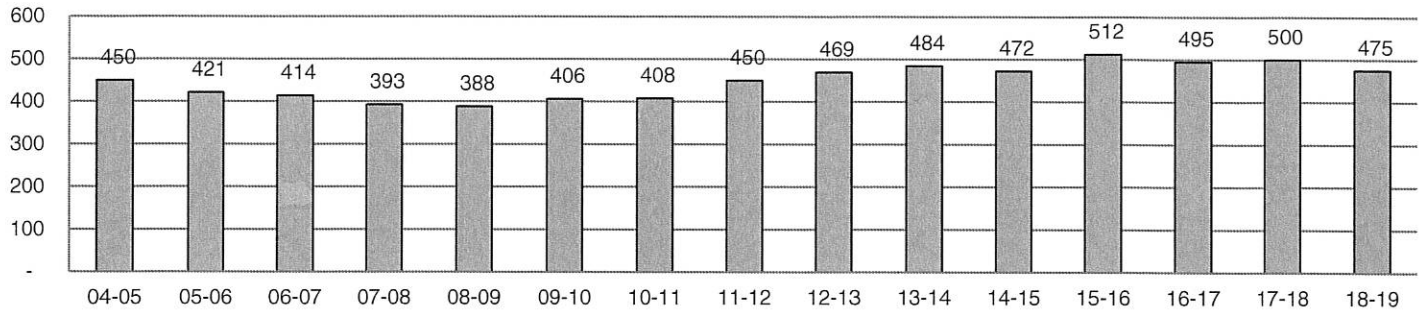
Robert Down

K	86		88		70		76		68		87		76		76	
1	80	8.1%	86	0.0%	91	3.4%	72	2.9%	83	9.2%	78	14.7%	90	3.4%	76	0.0%
2	79	11.3%	84	5.0%	90	4.7%	79	-13.2%	79	9.7%	78	-6.0%	81	3.8%	90	0.0%
3	76	15.2%	81	2.5%	72	-14.3%	85	-5.6%	87	10.1%	73	-7.6%	76	-2.6%	81	0.0%
4	72	2.9%	78	2.6%	87	7.4%	72	0.0%	86	1.2%	93	6.9%	73	0.0%	76	0.0%
5	62	1.6%	71	-1.4%	77	-1.3%	84	-3.4%	69	-4.2%	81	-5.8%	93	0.0%	73	0.0%
Total	455		488		487		468		472		490		489		472	
change	47	11.5%	33	7.3%	(1)	-0.2%	(19)	-3.9%	4	0.9%	18	3.8%	(1)	-0.2%	(17)	-3.5%

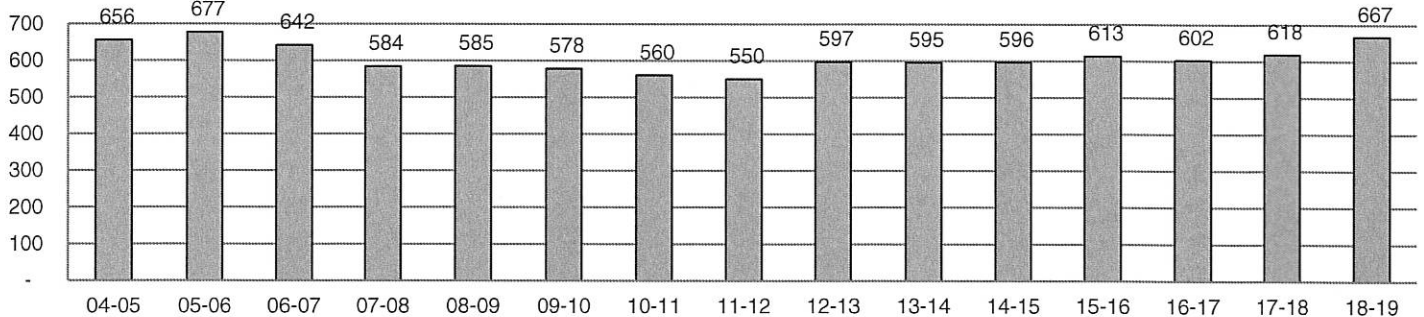
Robert Down Enrollment



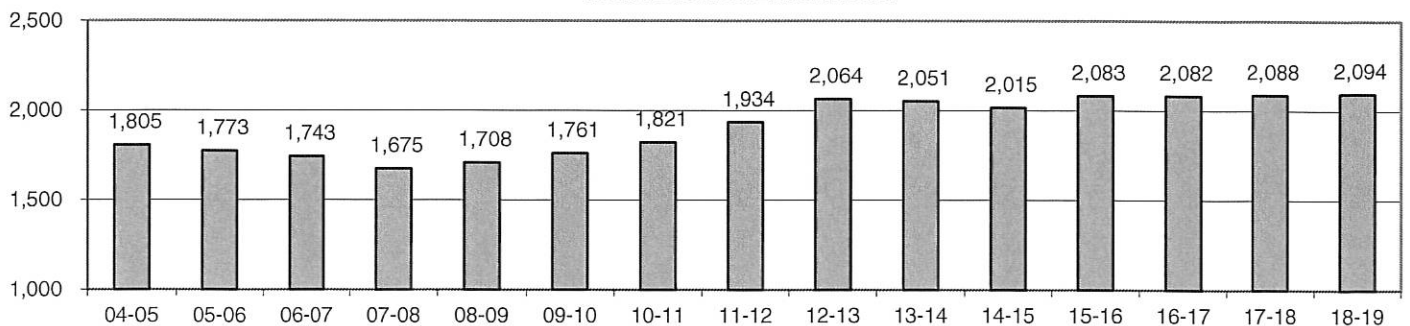
	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19	
	actual		actual		actual		actual		actual		actual		actual		estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
Middle School																
6	150	10.3%	150	9.5%	174	6.1%	153	-0.6%	188	16.0%	151	3.4%	155	5.4%	159	0.0%
7	148	17.5%	162	8.0%	162	8.0%	163	-6.3%	164	7.2%	186	-1.1%	161	6.6%	155	0.0%
8	152	5.6%	157	6.1%	148	-8.6%	156	-3.7%	160	-1.8%	158	-3.7%	184	-1.1%	161	0.0%
Total	450	10.3%	469	4.2%	484	3.2%	472	-2.5%	512	8.5%	495	-3.3%	500	1.0%	475	-5.0%
change	42	10.3%	19	4.2%	15	3.2%	(12)	-2.5%	40	8.5%	(17)	-3.3%	5	1.0%	(25)	-5.0%

Middle School Enrollment**High School**

9	146	5.8%	173	13.8%	153	-2.5%	160	8.1%	164	5.1%	170	6.3%	169	7.0%	184	0.0%
10	151	0.7%	155	6.2%	167	-3.5%	151	-1.3%	155	-3.1%	152	-7.3%	170	0.0%	169	0.0%
11	128	-6.6%	153	1.3%	140	-9.7%	151	-9.6%	147	-2.6%	138	-11.0%	144	-5.3%	170	0.0%
12	125	-5.3%	116	-9.4%	135	-11.8%	134	-4.3%	147	-2.6%	142	-3.4%	135	-2.2%	144	0.0%
Total	550		597		595		596		613		602		618		667	
change	(10)	-1.8%	47	8.5%	(2)	-0.3%	1	0.2%	17	2.9%	(11)	-1.8%	16	2.7%	49	7.9%

High School Enrollment

CHS	17	21	27	19	16	23	18	18
District	1,934	2,064	2,051	2,015	2,083	2,082	2,088	2,094
change	113	130	(13)	(36)	68	(1)	6	6
	6.2%	6.7%	-0.6%	-1.8%	3.4%	0.0%	0.3%	0.3%

Total District Enrollment

Pacific Grove Unified School District

Enrollment - 2017-18

	Apr	May	Jun	Jul	Aug 9	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Forest Grove					1st Day			CBEDS							
TK 1.00		15	17	20	27	27	27	27	26	26	26	Klevan/Ault 26			
sped=0	-	15.0	17.0	20.0	27.0	27.0	27.0	27.0	26.0	26.0	26.0	#####	-	-	-
K 4.00		27	35	39	62	64	65	65	62	62	61	Engls 15-Hntr 16-Swny 15-Wrt 15			
sped=0	-	6.8	8.8	9.8	15.5	16.0	16.3	16.3	15.5	15.5	15.3	#####	-	-	-
1 4.00	100	100	100	100	84	80	81	80	78	78	80	McDI 22-Mre 21-Ptl 18-Wich 19			
sped=6	25.0	25.0	25.0	25.0	21.0	20.0	20.3	20.0	19.5	19.5	20.0	#####	-	-	-
2 3.00	71	71	71	64	66	64	64	64	62	62	61	Cina 20 - DeT 21 - Hirst 20			
sped=2	23.7	23.7	23.7	21.3	22.0	21.3	21.3	21.3	20.7	20.7	20.3	#####	-	-	-
3 3.00	78	78	78	77	75	75	74	74	71	71	72	Gordon 25-McC 23-Newman 24			
sped=3	26.0	26.0	26.0	25.7	25.0	25.0	24.7	24.7	23.7	23.7	24.0	#####	-	-	-
4 3.00	68	68	68	68	68	67	68	68	70	70	69	Naylor 23-Serpa 23-Valdez 23			
sped=8	22.7	22.7	22.7	22.7	22.7	22.3	22.7	22.7	23.3	23.3	23.0	#####	-	-	-
5 3.00	65	65	65	61	63	62	61	61	61	61	59	Card 20-Yant 20-Sanchez 19			
sped=5	21.7	21.7	21.7	20.3	21.0	20.7	20.3	20.3	20.3	20.3	19.7	#####	-	-	-
Total 21.00	382	424	434	429	445	439	440	439	430	430	428	#####	-	-	-
Avg Class Size	18.2	20.2	20.7	20.4	21.2	20.9	21.0	20.9	20.5	20.5	20.4	#####	-	-	-
SE 2.00				15	22	22	24	24	24	24	23	Barrett 8 - Knight 7 - Hannas 0			
Robert Down															
K 4.00		30	40	49	69	71	71	72	71	71	71	Chavez 17-Kelly 18-Luci 18-Rent 18			
sped=4	-	7.5	10.0	12.3	17.3	17.8	17.8	18.0	17.8	17.8	17.8	#####	-	-	-
1 4.00	98	98	98	86	85	85	87	88	89	89	90	All 23-Down 22-Evns 22-Perk 23			
sped=2	24.5	24.5	24.5	21.5	21.3	21.3	21.8	22.0	22.3	22.3	22.5	#####	-	-	-
2 3.00	80	80	80	81	82	83	81	81	81	81	80	Johnson 26-Spade 27-Spade 27			
sped=0	26.7	26.7	26.7	27.0	27.3	27.7	27.0	27.0	27.0	27.0	26.7	#####	-	-	-
3 3.00	74	74	74	78	74	74	74	75	74	74	73	Jones 22-Perl 26-Stejl 25			
sped=1	24.7	24.7	24.7	26.0	24.7	24.7	24.7	25.0	24.7	24.7	24.3	#####	-	-	-
4 3.00	73	73	73	72	74	73	73	73	76	76	76	Ibrahim 26-Penner 24-Levy 26			
sped=0	24.3	24.3	24.3	24.0	24.7	24.3	24.3	24.3	25.3	25.3	25.3	#####	-	-	-
5 4.00	88	88	88	91	94	94	93	93	95	95	95	Dac 24-Dean 23-Hiser 25-Hob 23			
sped=0	22.0	22.0	22.0	22.8	23.5	23.5	23.3	23.3	23.8	23.8	23.8	#####	-	-	-
Total 21.00	413	443	453	457	478	480	479	482	486	486	485	#####	-	-	-
Avg Class Size	19.7	21.1	21.6	21.8	22.8	22.9	22.8	23.0	23.1	23.1	23.1	#####	-	-	-
SE/Rec 1.00				4	6	6	7	7	6	6	6	Bloomer 6			
Middle School															
6	151	151	148	152	153	155	155	155	156	156	154				
7	155	155	152	154	160	162	162	161	160	160	161				
8	185	185	180	183	181	185	185	184	189	189	188				
Total 25.96	491	491	480	489	494	502	502	500	505	505	503	-	-	-	-
Avg Class Size	18.9	18.9	18.5	18.8	19.0	19.3	19.3	19.3	19.5	19.5	19.4	-	-	-	-
High School															
9	162	162	161	162	170	168	169	169	167	167	165				
10	174	174	172	176	171	168	170	170	166	166	166				
11	145	145	144	145	146	145	144	144	143	143	144				
12	129	129	129	131	134	134	135	135	133	133	131				
Total 32.60	610	610	606	614	621	615	618	618	609	609	606	-	-	-	-
Avg Class Size	18.7	18.7	18.6	18.8	19.0	18.9	19.0	19.0	18.7	18.7	18.6	-	-	-	-
Community High School															
Total CHS	20	20	17	15	15	17	18	18	17	17	18				
Total District	1,916	1,988	1,990	2,023	2,081	2,081	2,088	2,088	2,077	2,077	2,069	#####	-	-	-
Change	5	38	1	37	(7)	(5)	7	6	(4)	2	(15)	#####	(2,078)	(2,072)	(2,075)

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

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

RECOMMENDATION:

The District Administration requests that the Board review the program design and budget for the Adult Education Child Care and Extended Day Preschool Center.

BACKGROUND:

The Adult Education Block Grant Program is a joint effort between the California Department of Education and the Community College Chancellor's Office. Both State agencies have worked together to transfer AEBG funding in order to expedite disbursement to the local entity/regional consortia.

Pacific Grove Adult Education Maintenance of Effort allocation for the past three years has been \$1,136,641. It will remain this amount for the 2018-2019 school year and is expected to remain consistent in the future.

In addition to district MOE, state agencies (California Department of Education, State Board of Education, the California Community College Chancellor's Office, and the Department of Finance) developed a funding formula for adult education regional consortia according to the Adult Education Block Grant Program legislation set forth in AB 104.

The Monterey Peninsula Adult Education Consortia receives a yearly allocation in the amount of \$750,000. Members of MPAEC identify gaps and barriers for students to attend adult school or return to the workforce and allocate funds based on site program needs. Pacific Grove Adult Education has received consortia allocations for the past three years in the amounts of:

15/16	292,575
16/17	278,650
17/18	323,016
18/19	TBD

INFORMATION:

In an effort to provide childcare services to our community within the MPAEC region, Pacific Grove Adult Education has allocated carryover funds to purchase a portable building to house an extended day childcare program.

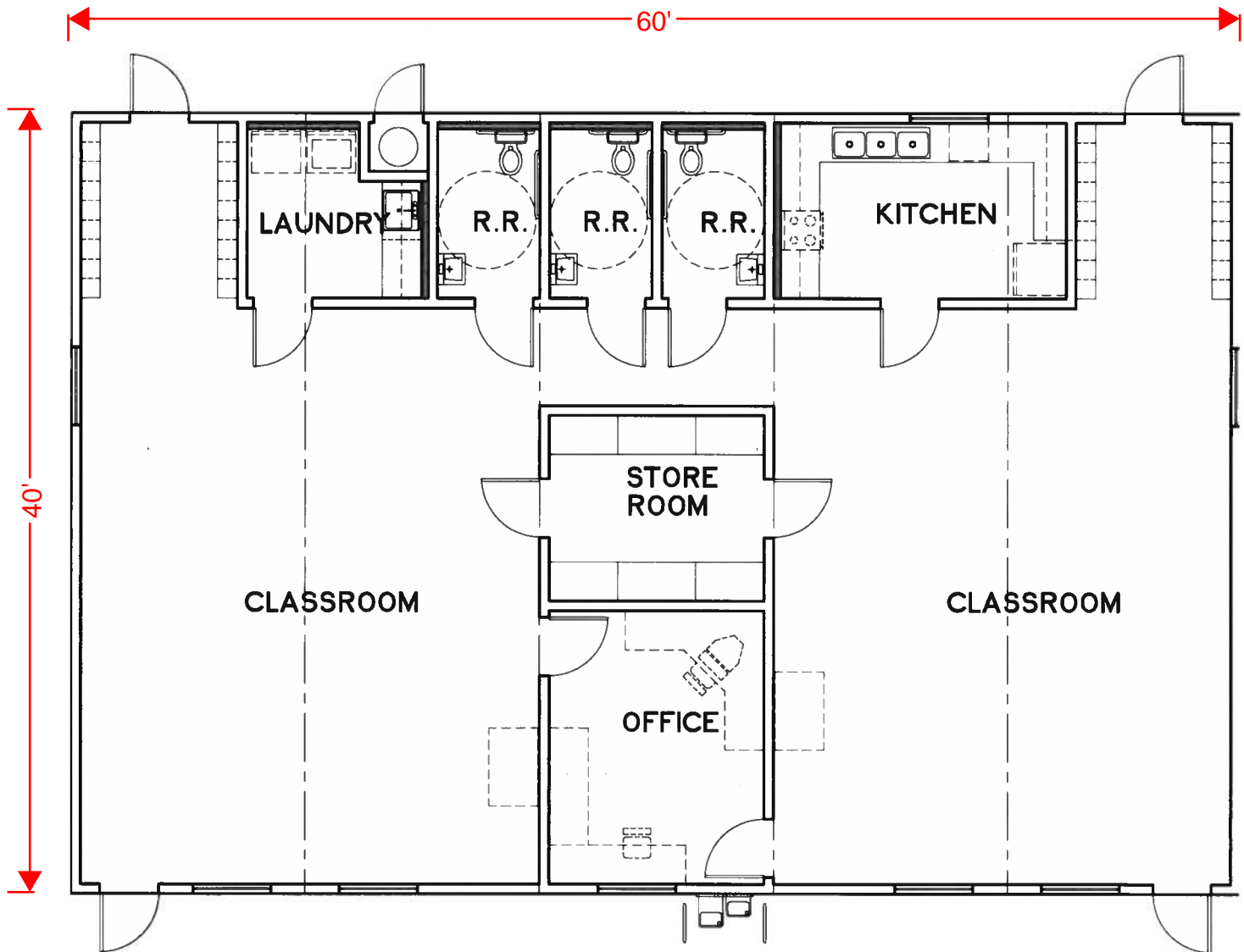
Priority registration will be given to Pacific Grove Unified School District Employees and residents that live within the school district boundaries. The hours of operation will be Monday through Friday, from 7:00 am – 6:00 pm. The child care program will follow the district calendar. The cost for full time enrollment for children ages 1-2 is \$1,200 per month. The cost for full time enrollment for children ages 3-4 is \$1,000 per month. The program will be staffed with two certificated full time teachers and two full time aides. Custodial time has been budgeted at two hours per day, five days per week. It is projected that after all revenues and expenditures; the program will be self-sustaining with a surplus estimated at \$7,000 per year.

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

FISCAL IMPACT:

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

40' x 60' Kindergarten Classroom with Laundry Room



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



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

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

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

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

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

Sub-Total \$ 326,575.93

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

Notes:

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

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General Conditions

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

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




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

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

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

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

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

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

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

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

PACIFIC GROVE ADULT SCHOOL CHILD CARE PROJECT

Preliminary Budget September 13, 2017

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

Pacific Grove Adult Education Child Care Center

Introduction/Discussion Item B

	Construction 2017-2018	Program 2018-2019 Estimate	Program 2019-2020 Estimate
Beginning Fund Balance	1,188,902	111,177	118,911
Revenues:			
8000 Tuition		295,200	295,200
AEBG			
Donations			
Total Revenues	0	295,200	295,200
Expenditures:			
1000 Certificated Salaries	0	131,050	131,050
2000 Classified Salaries	0	93,296	93,296
3000 Employee Benefits	0	52,120	52,120
4000 Materials and Supplies	40,000	10,000	10,000
5000 Operating Expenses	0	800	800
6000 Capital Outlay	1,037,725	0	0
7000 Indirect Costs	0	0	0
Total Expenditures	1,077,725	287,466	287,466
Surplus (Deficit)	(1,077,725)	7,734	7,734
Ending Balance	111,177	118,911	126,645

SUBJECT: Pacific Grove High School Advance Placement Program Report

PERSON(S) RESPONSIBLE: Matt Bell, Principal

RECOMMENDATION:

The District Administration recommends that the Board hear a presentation on statistics regarding the Advanced Placement program at Pacific Grove High School.

BACKGROUND:

In 2009, Pacific Grove High School (PGHS) offered 9 Advanced Placement (AP) courses with a total of 205 tests taken and an average passing rate of 84%. In 2017 there were 14 courses offered, 317 tests taken and an average passing rate of 82% which is far above state and national levels. This year we are offering 16 AP courses and, if participation rates continue, anticipate about 385 tests to be taken. These are fantastic statistics for our AP program that tops the county results. Of these 16 courses, 4 are courses that are combined with their advanced course counterpart (e.g. Spanish 4 and AP Spanish) and require no additional section. There are two new AP courses this year; Human Geography which took the place of honors history, and Computer Science Principles, which was added as part of a CTE pathway. We anticipate adding an additional course, AP Studio Art: 2D Design/Photography – this course will be taught concurrently with Photography II.

This year there are 249 students taking at least 1 AP class with 124 boys and 125 girls. This is a slightly higher percentage of girls than our general population of 54% boys and 46% girls. Ethnic breakdown of the students taking AP courses reveal that there is a 7% increase of Asian students taking AP courses as compared to the general population. Hispanics show a 3% drop, whites show a 1% drop, African-Americans show a 1% drop, and unclassified show a 2% drop compared to the general population.

INFORMATION:

Over the years, we have made efforts to increase accessibility to AP courses to allow students who are motivated the chance to challenge themselves. We have been very successful in increasing the numbers to the largest numbers in PGHS history while still keeping up the strong passing rates. Counselors will be seeking targeted students with potential to succeed in AP courses to encourage them to sign up. This directly addresses State Priority 7 which focuses on course accessibility.

At the same time, class balance has become an issue with respect to core AP courses such as English and History. There are usually 6 sections per grade level and usually the numbers are not evenly distributed. Consequently, students who sign up for AP courses are asked to sign a contract acknowledging the extra time and work required and that they will only be allowed to drop in the case of academic “misplacement.” There have been a number of cases in which AP courses have had low student numbers while regular courses have been close to contractual limits, which is the opposite of what we see as ideal. Additionally, there is a concern that students need to take more and more AP courses to be considered competitive to get into UC and private universities. Currently, all but one of the top 10 seniors are taking at least 4 AP courses with the one other taking 3 courses. We feel that this has led to concerns of overload and are considering setting up filters to limit the AP load a student can take. This is only in the formative stages.

FISCAL IMPACT:

There is no cost associated with this report

SUBJECT: Facilities Project Update

PERSON RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

1. Proposition 39 Project
 - Forest Grove, Community High, Robert Down, and Adult School Materials have been received. Forest Grove is complete except some exterior lights and multi lights that will require a special lift to install. Robert Down's installation will begin the week of January 25th.
2. Forest Grove/Robert Down Portable Projects
 - Buildings have been placed and the majority of improvements have been completed. The projects ran into delays in December because of electrical materials not being able to be manufactured. Both projects are back on track and substantial completion will be around January 31.
3. PAC Improvements
 - The District met with Musson Theatrical to submit a design and installation bid for the project less the stage floor improvements. The bid and design is anticipated to be submitted the last week in January.
4. Forest Grove K-Wing Gutter Repair
 - Bids have been received but PGUSD maintenance crews will be installing the gutters.
5. David Ave Concrete Walkway Cover Removal
 - Project Complete
6. Adult School Multi-Purpose Room Improvements
 - Project Complete
7. Adult School Child Care Portable Project
 - Project has been DSA approved. Awaiting foundation design from portable manufacture to bid the project. Anticipating bids will be received the end of February.
8. Robert Down Sidewalk Repair
 - Project will start in February after approval of concrete proposal.
9. Pine Pre-School Retaining Wall and Fence
 - Project Complete
10. PGHS Baseball Batting Cages
 - Project will start in February after approval of fencing proposal.
11. Middle School Cafeteria Wall Repair
 - Discovered an interior roof downspout that is leaking. Wall will have to be repaired with the possibility of mold abatement.

FISCAL IMPACT:

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

SUBJECT: California School Dashboard

PERSON(S) RESPONSIBLE: Matthew Binder, Director of Educational Technology

RECOMMENDATION:

The District Administration recommends that the Board review the information provided regarding the CA School Accountability Dashboard.

BACKGROUND:

California has launched its new school accountability system with the aim of improving learning so that all students can be successful in school. Known as the CA School Dashboard, this new model provides annual achievement data for each student group by school or district based on set of specific indicators (see below). The Dashboard is currently live and available on the web for public viewing at caschooldashboard.org. The main features of this new school accountability model are as follows:

- It uses multiple measures: The state and local indicators are considered the basis of school success.
- It emphasizes equity: Comparisons of student group performance can be easily made so that resources can be targeted to better meet the needs of different groups of students.
- It supports local decision making: The data can be used to inform decisions about how to better meet the diverse needs of our own students.
- It is based on continuous improvement: The data reflects progress on each indicator from one year to the next.

The CA Dashboard allows parents and educators to view meaningful information about a school or district's progress and, specifically, how different student groups are performing compared to one another. This information can be used by the school community to make important decisions about how to best allocate school resources in order to improve outcomes for all students and especially those who are struggling.

INFORMATION:

The CA School Dashboard presents information on a school or district's growth as a measure of current performance (or "status") relative to the previous year's performance for each of the 6 state and 4 local indicators.

<p>State:</p> <ul style="list-style-type: none"> ● Chronic Absenteeism ● Suspension Rate ● English Learner Progress ● Graduation Rate (HS only) 	<p>Local</p> <ul style="list-style-type: none"> ● Basics (Teachers, instructional materials, facilities) ● Implementation of Academic Standards ● Parent Engagement
---	--

<ul style="list-style-type: none"> • College and Career Readiness (HS only) • English Language Arts • Mathematics 	<ul style="list-style-type: none"> • Local School Climate
--	--

Schools and the district as a whole are assigned one of four colors (blue, green, yellow, red: blue being the highest, red the lowest) for each of the state indicators every year. Color assignment is based on whether the school or district's performance for the given indicator increased, maintained, or declined compared to the prior year. Schools or districts that have any student group in the "red" in two or more of the state indicators for two consecutive years will be eligible for differentiated assistance. That is, the school/district will be required to collaborate with county and state agencies to develop and deploy policies that target and respond to specific areas of need for identified students.

Overall, a majority of our students are meeting or exceeding the standards in grades 3-8 in English Language arts and Mathematics. Graduation rate remains *very high*, however, there was a slight decline compared to the previous year. Suspension rates have increased slightly over last year's rates. English Learners are progressing at *very high* rates towards acquisition of the English Language. Upon further analysis, we have determined that we have certain student groups (e.g. Socioeconomically Disadvantaged and Students with Disabilities) who continue to underperform in certain areas (on specific indicators) compared to their peers. Math continues to be a priority subject area district wide. Despite these gaps, PGUSD has achieved a rating status of "met" on all four local measures as reported on the dashboard. The Local Control Accountability Plan (LCAP) and the School Site Plans will continue to address student learning needs by allocating resources in an equitable manner in order to better meet the diverse learning needs of all students.

FISCAL IMPACT:

None

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 January 25, 2018 Regular Board Meeting:

Elementary Bus Pass (Feb. 8)
Affordable Housing Project Impacts to District