

Site Visit

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING

Trustees

John Paff, President
Brian Swanson, Clerk
Debbie Crandell
Cristy Dawson
Jon Walton
Parker Llantero, Student Rep

DATE: Thursday, January 17, 2019

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

LOCATION: Adult School- Multipurpose Room
1025 Lighthouse Avenue
Pacific Grove, CA 93950

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. CLOSED SESSION

A. Identify Closed Session Topics

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

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2018-19 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2018-19 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.

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

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2018-19 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2018-19 [Government Code § 3549.1 (d)]
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Pledge of Allegiance

IV. SITE PRESENTATIONS

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

Pacific Grove Adult School's presentation: *Without Walls*

V. COMMUNICATIONS

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

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

VII. CONSENT AGENDA

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

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|---|------|
| A. <u>Minutes of December 13, 2018 Board Meeting</u> | 8 |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #8</u> | 14 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #8. | |
| C. <u>Classified Assignment Order #8</u> | 16 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #8. | |
| D. <u>Acceptance of Donations</u> | 18 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below. | |
| E. <u>Out of County or Overnight Activities</u> | 19 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve or receive the request as presented. | |
| F. <u>Warrant Schedules No. 603</u> | 25 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | |
| G. <u>Incident Command Safety Training Contract for Service</u> | 27 |
| Recommendation: (Barbara Martinez, Director of School Safety) The District Administration recommends that the Board review and approve the contract for service with Elite Command Training to provide a one day safety training to District Administration and site safety teams. | |
| H. <u>Contract for Service with Casey Printing</u> | 30 |
| Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends that the Board review and approve the contract for service with Casey Printing to provide printing and delivery of the Adult School brochures to community members. | |
| I. <u>Contract for Services with Gateway Center</u> | 33 |
| Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends the Board review and approve the contract for service with Gateway Center of Pacific Grove. | |

- J. Contract for Service with Lombardo Diamond Core Drilling Company 38
 Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends the Board review and approve the contract for services with Lombardo Diamond Core Drilling.
- K. Contract for Services with WestEd for the 2019 California Healthy Kids Survey 42
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract for services with WestEd for the administration, online data collection, and reporting of the 2019 California Healthy Kids Survey for students, staff, and parents.

Move: _____ Second: _____ Vote: _____

VIII. PUBLIC HEARING/ ACTION/DICUSSION ITEM A

- A. Public Hearing of Pacific Grove Teachers Association Sunshine List for 2018-19 45
 Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association with the Pacific Grove Unified School District Board of Education for the 2018-2019 School Year.

Open Public Hearing _____ Close Public Hearing _____

- A. Approval of Pacific Grove Teachers Association Sunshine List for 2018-19 48
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2018-2019 Pacific Grove Teachers Association negotiations.

Move: _____ Second: _____ Roll Call Vote: _____

Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

IX. PUBLIC HEARING/ ACTION/DICUSSION ITEM B

- B. Public Hearing Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics for 2018-19 51
 Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District Board of Education with the Pacific Grove Teachers Association for the 2018-2019 School Year.

Open Public Hearing _____ Close Public Hearing _____

- B. Approval of the Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics for 2018-19 53
 Recommendation: (Matt Bell, Lead Negotiator) The District Administration recommends that the Board review and approve the sunshine topics for the 2018-2019 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

Move: _____ Second: _____ Roll Call Vote: _____

Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

X. PUBLIC HEARING/ ACTION/DICUSSION ITEM C

- C. Public Hearing of California School Employees Association Sunshine List for 2018-19 55
Public Hearing – Initial Proposal for Negotiations Submitted by the California School Employees Association with the Pacific Grove Unified School District Board of Education for the 2018-2019 School Year.

Open Public Hearing _____ Close Public Hearing _____

- C. Approval of California School Employees Association Sunshine List, 2018-19 58
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2018-2019 California School Employees Association (CSEA) negotiations.

Move: _____ Second: _____ Roll Call Vote: _____

Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

XI. PUBLIC HEARING/ ACTION/DICUSSION ITEM D

- D. Public Hearing of Pacific Grove Unified School District/California School Employees Association Negotiations Sunshine Topics for 2018-19 61
Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District Board of Education with the California School Employees Association for the 2018-2019 School Year.

Open Public Hearing _____ Close Public Hearing _____

- D. Approval of Pacific Grove Unified School District/California School Employees Association Negotiations Sunshine Topics for 2018-19 63
Recommendation: (Billie Mankey, Director II Human Resources) The District Administration recommends that the Board review and approve the sunshine topics for the 2018-2019 Pacific Grove Unified School District/California School Employees Association (CSEA) negotiations.

Move: _____ Second: _____ Roll Call Vote: _____

Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

XII. ACTION/DISCUSSION

- E. District Field Trips 65
Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends the Board review and provide feedback to the possible inequities of field trips.

Move: _____ Second: _____ Vote: _____

- F. Approval of the Assistant Superintendent's 2018-2020 Contract Amendment 68
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board of Education review and approve the single amendment noted below to the Assistant Superintendent's contract for the 2018 - 2020 school years.

Move: _____ Second: _____ Vote: _____

- G. Approval of Measure A Education Technology Expenditures 77
Recommendation: (Matthew Binder, Director of Educational Technology; Bruce Cates, Director of Technology) The District Administration recommends that the Board review and approve Measure A - Education Technology Bond expenditures.

Move: _____ Second: _____ Vote: _____

- H. Pacific Grove High School New Dual Enrollment Classes for 2019-20 80
Recommendation: (Shane Steinback, Pacific Grove High School Assistant Principal) The District Administration recommends the Board review and approve two new dual enrollment classes, CSIS 177 A and CSIS 86, for the 2019-20 school year at Pacific Grove High School.

Move: _____ Second: _____ Vote: _____

- I. Board Calendar/Future Meetings 81
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: _____

XIII. INFORMATION/DISCUSSION

- A. Pacific Grove Unified School District Safety Update 84
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends that the Board receive information regarding the Incident Command Training for district and site administration and their site safety teams.

Board Direction: _____

- B. District Counseling Study 85
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board review and provide direction on the proposed increase to school counselor FTE for the elementary schools and the middle school.

Board Direction: _____

- C. Review of District Enrollment Projections for 2019-2020 103
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review the attached Enrollment projections for 2019-20.

Board Direction: _____

D. Digital Learning Teacher Mid-Year Update 106

Recommendation: (Andrew Bradley, Digital Learning Teacher) The District Administration recommends the Board review the presentation provided by Andrew Bradley.

Board Direction: _____

E. Future Agenda Items 107

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.

Board Self Evaluation Review (Winter 2018)

Affordable Housing Project Impacts to District (In progress)

Review of Community High School (February 2019)

Review of David Avenue Site Location (March 2019)

Board Direction: _____

XIV. ADJOURNMENT

Next Regular meeting on January 31, 2019 – Community High School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Annual Organizational Meeting and Regular Meeting of December 13, 2018 – District Office

I. OPENED BUSINESS

A. Called to Order 7:00 p.m.

B. <u>Roll Call</u>	President:	Trustee Paff
	Clerk:	Trustee Swanson
	Trustees Present:	Trustee Crandell
		Trustee Dawson
		Trustee Phillips
		Trustee Walton
	Administration Present:	Superintendent Porras
		Assistant Superintendent Chin-
Bendib	Board Recorder:	Mandi Ackerman
	Student Board Member:	Trustee Sydney Miller

C. Adopted Agenda

MOTION Crandell/Dawson to adopt agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

D. Pledge of Allegiance Led By: Trustee Walton

E. Honoring Past Service: Bill Phillips

Superintendent Porras thanked Trustee Phillips for his years of service, noting he was a fierce advocate for students, provided service to the community and leaves a tremendous legacy.

Trustee Swanson thanked Trustee Phillips for his leadership noting he lead by example, always putting students first, had tremendous insight, and would be missed.

Trustee Crandell mirrored sentiments and said Trustee Phillips would be missed.

Trustee Paff thanked Trustee Phillips for his companionship, noting the many lives touched, and would be missed.

Trustee Dawson noted Trustee Phillips' capacity to get down to business, yet so friendly and accessible, and thanked him for his service to students.

Trustee Phillips said he had a great time on the Board, that it was an honor to serve the school district, wished Jon Walton the best of luck saying the Board was a great group.

Past Board Trustee Beth Shammass thanked Trustee Phillips saying he was a great role model

II. ANNUAL ORGANIZATIONAL MEETING

As required by Education Code Section 35143

A. Administer Oath of Office by County Superintendent Dr. Nancy Kotowski

The Oath was administered to Cristy Dawson, John Paff and Jon Walton.

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

MOTION Dawson nominated Trustee Paff as President.

Public comment: none

Motion CARRIED 5 – 0

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

MOTION Crandell nominated Trustee Swanson as Vice President/Clerk.

MOTION Dawson nominated herself as Vice President/Clerk.

Trustee Dawson asked to address the Board. Noting that both Trustee Paff and Trustee Swanson have done outstanding jobs as President and Clerk, she said both have served for two years and that she felt it was important for these positions to rotate, and help strengthen the Board.

Public comment: none

Motion CARRIED 3 – 2 to elect Trustee Swanson as Vice President/Clerk

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

MOTION Crandell/Paff to hold regular Board meetings on the first and third Thursday of each month at 7:00 p.m.

Public comment: none

Motion CARRIED 5 – 0

E. Designation of Committee Representatives

Monterey County School Board Executive Committee Liaison Trustee Dawson

III. RECOGNITION

The Board recognized Pacific Grove Police Chief Amy Christey for providing significant and tangible support to the students and staff, promoting and inspiring community support, and for the thoughtful service provided to the district.

The Board recognized the following employees for outstanding service:

Alix Foster

Amanda Bradley

Amanda Jaramillo

Amy Tulley

Andrew Bradley

Angela Lippert

Anna Darnell

Anne Scanlon

Apple Atofau

Audrey Kitayama

Beth Cina

Bobby Howell

Brice Gamble	Janet Bingham	Larry Haggquist	Miguel Soria
Carey Parker	Jason Cota	Lena Moore	Monica Valero
Caroline Wade	Jayne Lord	Linda Goulet	Nancy Bernahl
Che Burns	Jeff Stutsman	Linda Lyon	Nancy Spade
Chip Dory	Jill Houston	Linda Williams	Nate Welch
Christina Bronfeld	Jodi Bitter	Lisa Gattis-McBride	Oscar Orozco
Christine Gruber	Jo Lynne Costales	Lori Aiello	Robert Bullas
Debbie Farmer	Justin Matlow	Lorraine Gonzales	Robin Cochran
Denise Engles	Karen Levy	Lynn Clements	Ron Longueira
Denise Johnson	Kari Serpa	Margaret Rice	Sandra Dorantes
Di Anna Gamecho	Kathryn Yant	Maria Miller	Sarah Gordon
Diane Cates-Pegis	Kathy Buller	Maria Rivera	Steve Ibrahim
Eddie Overstreet	Katie Kreeger	Mary Hiserman	Summer Wright
Elyse Thomas	Kayla Gordano	Mary Quindimil	Todd Buller
Evelyn Franco	Kelly Ann Joyce	Maryn Sanchez	Tony Molinski
Grayson Fong	Kelly Terry	Michele Knight	Vanessa Villalpando
Greg Enterline	Kelly Van Houtan	Michelle Cadigan	
Ireneo Asignacion	Kristen Paris	Michelle Maas	

IV. **RECEPTION**

Recess for brief reception.

8:11- 8:23 p.m.

V. **CLOSED SESSION**

B. Identified Closed Session Topics

1. Consideration of Student Discipline (1 Case: Student #021718) (Education Code Section 48915)
2. Employee Discipline/Dismissal/Release/Complaint (1 Case) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session

8:23 p.m.

VI. **RECONVENED IN OPEN SESSION**

9:21 p.m.

A. Reported action taken in Closed Session:

1. Consideration of Student Discipline (1 Case: Student #021718) (Education Code Section 48915)

The Board approved the readmittance of student #021718 at the beginning of the second semester of 2018-19 school year.

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

The Board received information on this item.

VII. COMMUNICATIONS

A. Written Communication

The Board received two letters regarding transportation and student conduct.

B. Board Member Comments

Trustee Dawson thanked the District for sending her to the California School Board Association (CSBA) Annual Trade Show and Conference in San Francisco, said the sessions were beneficial. Dawson also attended the Forest Grove Elementary School Holiday programs which were wonderful.

Trustee Paff also thanked the District for sending him to the CBSA conference, and enjoyed the Forest Grove Holiday programs.

Trustee Crandell welcomed Trustee Jon Walton.

Trustee Swanson welcomed Trustee Walton, and thanked the District for sending him to the CSBA conference.

C. Superintendent Report

Superintendent Porras welcomed Trustee Walton to the Board. Superintendent Porras thanked Dr. Kotowski for swearing in the Board, and noted her retirement. Superintendent Porras said the site events have been great, and thanked the Administration for all their amazing work.

D. PGUSD Staff Comments (Non Agenda Items)

Director of Student Services Clare Davies invited the Board to Christmas caroling on Lighthouse Avenue.

VIII. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

IX. CONSENT AGENDA

- A. Minutes of November 15, 2018 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 Schedule No. 602
- G. 2018-19 Budget Revisions #3
- H. Acceptance of Quarterly Treasurer's Report
- I. Quarterly Report on Williams Uniform Complaints

- J. Contract for Service with Adventures America for Bus Transportation to Disneyland
- K. Approve Contract with Forecast 5 Analytics, Inc.
- L. Contract for Services with Tatum R. May
- M. Circle C Electric, Inc. for Installing Electrical at Pacific Grove Adult School

MOTION Dawson/Crandell to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

X. ACTION/DISCUSSION

A. Elementary Spanish Program

Director of Curriculum and Special Projects Ani Silva answered questions, the Board discussed this item.

MOTION Dawson/Crandell to approve the Elementary Spanish Program.

Public comment: none

Motion CARRIED 5 – 0

B. Pacific Grove High School Course Bulletin for the 2019-20 School Year

Trustee Dawson thanked Pacific Grove High School Principal Matt Bell for the changes made to the course bulletin.

MOTION Dawson/Swanson to approve the Pacific Grove High School Course Bulletin for the 2019-20 School Year.

Public comment: none

Motion CARRIED 5 – 0

C. Approval of the 2018-19 First Interim Report

Assistant Superintendent Song Chin-Bendib presented information to the Board. The Board asked questions and discussed tax revenue increase projections.

MOTION Swanson/Crandell to extend the meeting until 10:22 p.m.

Public comment: none

Motion CARRIED 3 – 2

MOTION Crandell/Dawson to approve the 2018-19 First Interim Report.

Public comment: none

Motion CARRIED 5 – 0

D. Resolution No. 1025 To Approve Contract with TSA Consulting Group (TSACG)

MOTION Swanson/Dawson to approve Resolution No. 1025 To Approve Contract with TSA Consulting Group (TSACG).

Public comment: none

Motion CARRIED by roll call vote 5 – 0

E. Contract for Service with Planned Parenthood Mar Monte

MOTION Swanson/Crandell to approve the Contract for Service with Planned Parenthood Mar Monte.

Public comment: none

Motion CARRIED 5 – 0

F. Board Calendar/Future Meetings

No action taken.

XI. INFORMATION/DISCUSSION

A. Future Agenda Items

Review of Field Trips within Pacific Grove (Jan 2019)
Long Term Counseling Study (Fall 2018/Winter 2019)
Board Self Evaluation Review (Winter 2018)
Affordable Housing Project Impacts to District (In progress)
Review of Community High School (Jan 31, 2019)
Review of David Avenue Site Location (March 2019)

Trustee Dawson requested Board study sessions regarding budget be added to the calendar and directed Administration to schedule a study session between April 4-25.

XII. ADJOURNED

10:18 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Certificated Assignment Order #8

DATE: January 17, 2019

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 17, 2019**

NEW HIRE, TEMPORARY:

Ritika Kumar, PGAS Art Instructor Adults with Disabilities Program, 2 hrs./day/11 month work calendar, Column A, Step 1 effective January 7, 2019 and dependent upon sufficient enrollment

Traci St. Pierre, PGAS Fitness Instructor Adult Program, 8 hrs./week, 12 month work calendar, Column A, Step 1 effective January 7, 2019

ADDITIONAL TEMPORARY ASSIGNMENT:

Shannon McCarty, FGE EL Tutoring, 3 hrs./week, paid per time sheet at the PGTA hourly instructional rate, effective 2018-19 school year

BTSA Program Advisors, \$1,800 Annual Stipend
Karen Levy, RDE for Andrew Bradley (1st year)
Alix Foster, CHS for Sheri Deeter (1st year)

Marta Dalhamer, PGAS Pickle Ball Instructor, 4 hrs./week, paid per time sheet, Column A, Step 1, effective January 8, 2019 and dependent upon sufficient enrollment

RATE CHANGE:

Jennifer Hall, PGAS, Preschool Teacher, from Column A, Step 4 to Column C, Step 4 effective January 17, 2019

STIPENDS:

Tomami Pisano, RDE Garden Coordinator, Stipend \$2,300 (SSC funded) paid May, 2019, effective January 17, 2019

Sydney Dacuyan, RDE Lego Robotics Advisor, Stipend \$1,500, effective 2018-19 school year only

Adan Hull, PGMS Girls' Basketball Coach (6th Grade), Stipend \$1,156, paid seasonally effective November 12, 2018

Marc Temple, PGHS Swim Coach, Stipend \$2,891, paid seasonally, effective February 1, 2019

SUBSTITUTE:

Carmen Gutierrez
Michele Nizza
Michael Wardell

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Classified Assignment Order #8

DATE: January 17, 2019

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 ASSIGNMENT ORDER NO. 8
January 17, 2019**

NEW HIRE:

Summaya Zahara, PGAS Childcare Attendant, 3 hrs./day/11 month work calendar, Range 25, Step A, effective January 8, 2019 (new position)

VOLUNTARY CHANGE OF ASSIGNMENT:

Breanna Casas, from FGE Instructional Assistant Special Education, 5 hrs./day/180 day work calendar, Range 31, Step B to RDE Paraeducator, 6 hrs./day/180 day work calendar, Range 37, Step A effective January 14, 2019

REQUEST FOR LEAVE:

Kimberly Ortiz, requests maternity and child rearing leave from January 7, 2019 through approximately March 22, 2019

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Acceptance of Donations

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, 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

PG Pride \$9,974 (Walk with Pride)

Robert H. Down Elementary School

LifeTouch Photography \$275.33 (undesignated)
 PG Pride \$14,958 (Walk with Pride)

Pacific Grove Middle School

Robert and Sarah Fontecchio Talbot fabrics valued at \$2,000 (home econ)
 PG Pride \$4,897 (Walk with Pride)

Pacific Grove High School

Monterey Elks Club \$500 (culinary)
 PG Pride \$850 (Walk with Pride)

Pacific Grove Community High School

None

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

PG Pride \$1,835 (Walk with Pride)

Pacific Grove Unified School District

None

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Out of County or Overnight Activities

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, 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 19, 2019 Albany High School Albany, CA	PGHS Wrestling Team Wrestling Tournament	District Van	\$1,001	Athletics
January 23, 2019 Lawrence Livermore Lab Livermore, CA	PGHS Critical Issues Forum Facility tour	Auto	\$333	GATE
January 28, 2019 UC Santa Cruz Santa Cruz, CA	PGHS AVID Class Campus tour	Charter	\$940	AVID
February 7-9, 2019 Disneyland, Cal Poly Pomona Anaheim, Pomona, CA	PGHS Choir Tour w/ performances	Auto	\$21,425	Donations, PG Pride

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. ^{I understand.}

Date of Activity 01/19/2019 Day of Activity Saturday

Location of Activity Albany High City Albany County Alameda

School PG High School Class or Club Wrestling Team Grade Level/s 9-12

School Departure Time 3:30 PM

Pickup Time from Place of Activity 8:00 PM

Name of Employee Accompanying Students Travis Selfridge

Number of Adults 3 Number of Students 10

Description of Activity/Educational Objective
Wrestling Tournament

List All Stops Dinner after tournament.

Means of Transportation: District Van**

* Board Regulation 3541.1 Requirements will be complied with when using private Autos ^{TWS}
(Teacher initials)

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

Cost of Activity \$ 851.24 + Cost of Transportation \$ 150.00 = Total \$ 1,001.24

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

Account Code: Wells Fargo Athletics Department Fund - #1965169244/Wrestling

Requested by: Travis W Selfridge / Travis Selfridge Date 12/11/2018
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 12/17/2018

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 12/18/2018

Cost Estimate \$ 0.00

Approved by Transportation Supervisor: Istacks Date 12/18/2018

Approved by Assistant Superintendent: _____ Date _____

Date of Board Approval 01/17/2019

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. ¹ understand.

Date of Activity 01/23/2019 Day of Activity Wednesday

Location of Activity NIF at Lawrence Livermore National Lab. City Livermore County Alameda

School PG High School Class or Club GATE: Critical Issues Forum Grade Level/s 12

School Departure Time 10:00 AM

Pickup Time from Place of Activity 5:00 PM

Name of Employee Accompanying Students Karinne Gordon

Number of Adults 1 Number of Students 4

Description of Activity/Educational Objective
Tour of National Ignition Facility at LLNL to learn about research related to topics studied in the class.

List All Stops Lunch at Panera in Livermore

Means of Transportation: Auto*

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

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

Cost of Activity \$ 216.00 + Cost of Transportation \$ 117.18 = Total \$ 333.18

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

Account Code: GATE: Critical Issues Forum

Requested by: Karinne W. Gordon / Karinne W Gordon Date 12/20/2018
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 12/28/2018

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: song chinbendib Date 01/02/2019

Date of Board Approval 01/17/2019

**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. ¹ understand.

Date of Activity 01/28/2019 Day of Activity Monday
 Location of Activity UC Santa Cruz City Santa Cruz County Santa Cruz
 School PG High School Class or Club AVID Grade Level/s 9-11
 School Departure Time 8:30 AM
 Pickup Time from Place of Activity 1:45 PM
 Name of Employee Accompanying Students Jessica Grogan and Sunny Lee
 Number of Adults 2 Number of Students 36
 Description of Activity/Educational Objective
UC Santa Cruz Campus Tour

List All Stops UC SantaCruz. Barn theater near Cook House @10:20. Central campus at 11am. Park at barn theater

Means of Transportation: Charter

* Board Regulation 3541.1 Requirements will be complied with when using private Autos JG
 (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 (x) Other AVID

Account Code: 01-0038-0-1110-1000-5200-00-005-7310-0720 (MS Avid Funds)

Requested by: Jessica Grogan / Jessica Grogan Date 12/11/2018
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 12/17/2018

Transportation Department/District Office Use

() School Bus (x) Charter () Available () Not available Date Received 12/18/2018

Cost Estimate \$ Revised \$ 939.60 Discovery

Approved by Transportation Supervisor: Istacks Date 12/18/2018

Approved by Assistant Superintendent: _____ Date _____

Date of Board Approval 01/17/2019

**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. ¹ understand.

Date of Activity 02/07/2019 Day of Activity Thursday-saturday

Location of Activity Anaheim City Anaheim County Orange

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

School Departure Time 3 PM

Pickup Time from Place of Activity 9 PM

Name of Employee Accompanying Students Michelle Boulware

Number of Adults 8 Number of Students 40

Description of Activity/Educational Objective
Choir tour with performances and workshops at Disneyland and local colleges.

List All Stops Embassy suites Anaheim north, Disneyland, cal poly pomona

Means of Transportation: Auto*

* 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 \$ \$20,625.92 + Cost of Transportation \$ 800 = Total \$ 21,425.92

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

Account Code: 01-0038-0-1110-1000-4300-00-006-5995-0720 (PG Pride \$1,500)

Requested by: Michelle Boulware / Michelle Boulware Date 12/21/2018
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 12/28/2018

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: song chinbendib Date 01/02/2019

Date of Board Approval 01/17/2019

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Warrant Schedule 603

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

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

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from December 1, 2018 through December 31, 2018.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 603Warrants- PayrollDECEMBER 2018

Certificated-	Regular 12/05/18	\$	0
	Regular 12/10/18	\$	1,551.00
	Regular 12/15/18	\$	0
	Regular 12/21/18	\$	1,714,403.64
	<u>Total Certificated</u>	\$	<u>1,715,954.64</u>

Other-	Regular 12/05/18	\$	0
	Regular 12/10/18	\$	720.00
	Regular 12/15/18	\$	0
	Regular 12/21/18	\$	1,336.00
	<u>Total Other</u>	\$	<u>2,056.00</u>

Classified-	Regular 12/05/18	\$	0
	Regular 12/10/18	\$	578.00
	Regular 12/15/18	\$	0
	Regular 12/21/18	\$	662,084.55
	<u>Total Classified</u>	\$	<u>662,662.55</u>

<u>TOTAL PAYROLL</u>	\$	<u>2,380,673.19</u>
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Warrants- AP

Warrants <u>12443646</u> through <u>12443665</u> (12/04/18)	\$	<u>30,975.17</u>
Warrants <u>12444340</u> through <u>12444366</u> (12/06/18)	\$	<u>27,191.83</u>
Warrants <u>12444906</u> through <u>12444941</u> (12/11/18)	\$	<u>67,136.09</u>
Warrants <u>12445862</u> through <u>12445885</u> (12/13/18)	\$	<u>39,495.90</u>
Warrants <u>12448190</u> through <u>12448227</u> (12/20/18)	\$	<u>18,775.13</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,564,247.31</u>

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Incident Command Safety Training Contract for Service

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for service with Elite Command Training to provide a one day safety training to District Administration and site safety teams.

INFORMATION:

Site Administration and safety teams will participate in a full day of training to learn Incident Command Integration with first responders. This training is integral to writing and practicing the protocols outlined in our site safety plans. The training is scheduled for February 26, 2019 at Pacific Grove Adult School.

FISCAL IMPACT:

The cost for this training is \$2,500 from the Safety Budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**435 Hillcrest Avenue****Pacific Grove, CA 93950****CONTRACT FOR SERVICES**

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

1. Scope of Service:

To provide: A one-day Instructional Services Training which includes travel, instructors, honorarium, student materials and exercises.

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

District Administration and District Office Staff will participate in a safety training day to learn Basic Incident Command Integration with First Responders

3. Length of the Contract:

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

February 26, 2019

4. Financial Consideration:

Consultant to be paid at the rate of:

\$2,500

School Funding Source: Safety Funds

Account Code: 01-0000-0-1110-1000-5800-00-000-4969-0720

Consultant (Please print) _____

Address _____ Phone _____

Signed _____ Date _____

☐ District Employee ☒ Independent Consultant

Signed _____ Date _____

Site/Program Administrator (Check appropriate box below)

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

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

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Contract for Service With Casey Printing

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for service with Casey Printing to provide printing and delivery of the Adult School brochures to community members.

INFORMATION:

At least four times per year, the adult school contracts with Casey Printing to print and deliver to USPS our course brochures. Brochures change with each ten week session as new classes are offered and others dropped.

FISCAL IMPACT:

The fiscal impact to Fund 11 is approximately \$3,980.00 four times per year for an approximate total of \$15,920.00. Costs change slightly each session based on USPS rates per household within our community.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and

Casey Printing for services rendered as specified below.

1. Scope of Service:

To provide : Print and deliver brochures to USPS and Adult School Office each session. (Minimum of 4 times per year)

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

To provide printing and delivery of brochures

3. Length of the Contract:

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

Dates vary throughout the year. Contract for January 1, 2019 thru December 31, 2019

4. Financial Consideration:

Consultant to be paid at the rate of:

Approx. \$3980 four times per year (\$ varies by postal route and need (\$ per hr/day/other)
for Varies (hours/days/other)

School Funding Source: Adult School Fund 11

Account Code: Acct Code varies with each session

Consultant (Please print) Casey Printing, Inc.
Address 398 E. San Antonio Dr. King City, CA 93930 Phone (831) 385-3222
Signed Erinn Pompi Date 12/7/18

☐ District Employee ☐ Independent Consultant
Signed B. Martinez Date 12/7/18
Site/Program Administrator (Check appropriate box below)

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

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

Signed _____ Date _____
Director of Human Resources

Signed _____ Date _____
Assistant Superintendent

Revised 02/15

Contract for Services Criteria

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

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

Barbara Martney
District/Site Administrator

12/7/18
Date

Ref: Contract for Services Criteria

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Revised 02/15

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Contract for Services with Gateway Center

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for service with Gateway Center of Pacific Grove.

BACKGROUND:

Using 2017-2018 consortium funding, The Monterey Peninsula Adult Education Consortium (MPAEC) engaged the services of a communication consulting firm to design and disseminate a survey to gather input from the Monterey Peninsula region regarding the adult education community needs, satisfaction with current offerings, and desire for additional programs and services. In addition, MPAEC held a planning retreat in spring 2018 to allow faculty, staff, and administrators from each member site to gather in discipline and/or job-specific groups to engage in dialog about program needs, gaps in service, and potential areas for collaboration and improvement for the upcoming year. Feedback collected from the regional adult education survey and MPAEC planning retreat helped inform the plan for the Consortium as well as individual member sites. MPAEC also reviewed local reports created by the Monterey County Workforce Development Board (MCWDB). Programs for Adults with Disabilities age 22 to older adult was an identified gap/barrier in our community.

Pacific Grove Unified School District and Monterey Peninsula Unified School District have Special Education Transition programs on their adult school campuses for students ages 18-22. Providing a day program for adults age 22-99 offers adults with disabilities a seamless transition to post-secondary education and the workforce. Pacific Grove Adult School and Monterey Adult School's desire to expand Adults w/ Disabilities Day Program will be a focus in 18-19.

INFORMATION:

Pacific Grove Adult Education has leveraged community resources and partnered with Gateway Center of Monterey County. to provide a day program for Adults w/ Disabilities age 22 -older adulthood. Consortia resources enabled the site to improve the facility to make it conducive to the program. "Without Walls", an approved program design by the San Andreas Regional Center (SARC), is designed to provide students with curriculum and activities in daily living skills, personal development, fiscal responsibilities, civic engagement, college visits, and work experience. A gardening class will enable the students to grow vegetables and plants to sell at the local farmer's market.

FISCAL IMPACT:

No fiscal impact to the GF. MPAEC funds allocated to PGAE for the Adults with Disabilities Day Program in the amount of \$144,440 are earmarked for capital outlay, materials and supplies, and operating expenses.

**LEASE BETWEEN PACIFIC GROVE UNIFIED SCHOOL DISTRICT AND
GATEWAY CENTER OF PACIFIC GROVE – until year 2021 but
subject to the terms and conditions below**

This Lease is entered into between the Pacific Grove Unified School District (“District”) and Gateway Center of Pacific Grove (Lessee) for the Adults with Disabilities Day Program “Without Walls” located at 1025 Lighthouse Avenue, Pacific Grove, CA 93950..

- A. **Term:** The Term of this Lease shall be for the period February 01, 2019 through June 30, 2020: however, if it should become necessary in the District’s estimation that premises described in Lease be utilized for the District purpose, this lease is subject to cancellation with 120 days notice. The District will notify Lessee no later than 60 days prior to the expiration of the lease if Lease will not be renewed. If District does not give notice preventing renewal of the lease, Lessee may give notice 30 days or more prior to the expiration of the lease that it intend to renew. If renewed, the lease shall continue under the same conditions as before for an additional term of 1 year. The issuance of Lease is further conditional upon Lessee’s obtaining any necessary state and/or local operating or use permits.
- B. **Utilities Services:** Gas, electricity, water, alarm, and garbage are the responsibility of the District
- C. **Use:** The premises described in this Lease shall be used by Lessee exclusively for the following purpose and no other purpose without the prior written consent of the District: the purpose(s) for which this Lease is intended are: Providing Day Program Services for adults with disabilities on site between the hours of 8:30 a.m. and 3:00 p.m. following the PGAS calendar.
- D. **Waste:** Lessee agrees that is using the above described premise, Lessee will not commit any waste or suffer any waste to be committed upon the premises.
- E. **Nuisance:** Lessee agrees that in using the above described premise, not to commit any public or private nuisance or any other act or thing which might or would reasonably be construed to disturb the quiet enjoyment of nearby property.
- F. **Trade Fixture:** Lessee may install on the premises such trade fixtures as Lessee deems desirable. Prior to installing such trade fixtures, Lessee shall inform District of the fixtures it intends to

install and receive written permission from District to do so, which permission shall not be unreasonably withheld. At the Termination of this Lease, Lessee shall remove all said trade fixtures installed on the premises. All trade fixtures not removed upon the termination of this Lease, shall, at the option of the District, become and remain the property of the District. Any removal of such fixtures, whether by the District or by the Lessee, shall be solely at the expense of the Lessee and in a manner satisfactory to the District and without injury or damage to the premises. The Lessee shall be responsible for any expense, injury or damage to the District's premises caused by such removal.

G. **Repairs:** All repairs and upgrades are at the expense of the District and District agrees to maintain, in good condition, the following:

1. The structural parts of the building and other improvements that are a part of the premises, building and other improvements in which the premises are located; which structural parts include the foundations, bearing and exterior walls, subflooring and roof:
2. The electrical, plumbing, and sewage systems, including without limitation those portions of the systems lying outside the premises. District shall also be responsible for maintenance of any fixtures that are newly-installed by the District on the premises during the term of this lease. Should Lessee install any fixtures, it shall be responsible for the maintenance of such fixtures, either by bearing such cost or by having the District bill it for repairs undertaken, with Lessee's permission, by the District.
3. Heating, ventilation and air-conditioning system servicing the premises. Lessee shall not be responsible for pre-existing conditions.

H. **Insurance:** Lessee shall carry and maintain, during the entire term hereof, at its own cost and expense, the following types of insurance, naming the Pacific Grove Unified School District as additional insured:

1. Comprehensive Public Liability Insurance covering the premises on the minimum basis of One Million and no/100 Dollars (\$1,000,000.00) Combined Single Limit for bodily injury (including death) and property damage and specifically insuring Lessee of his indemnity agreements set forth. Said policy or policies shall be issued by an insurance company acceptable to the District and shall cover premises

operation, blanket contractual, independent contractors, products/completed operations and personal injury. The coverage for property damage is to provide protection against all perils including within the classifications of fire, extended coverage, vandalism, malicious mischief, sprinkler leakage and special extended period (all risk) insurance: coverage shall be in the amount of the full replacement value of premises less the deductible of (exclusive of Lessees trade fixtures and equipment). Said replacement value will be determined by District and provided to Lessee.

2. Lessee is required to take out and maintain during the life of this agreement Workers' Compensation Insurance.
- J. **Hold Harmless:** Lessee agrees to indemnify and hold harmless the District Board of Education, officers, official employees, and agents from and against any or all loss, liability, expense, claims, cost, suits, and damage of every kind, nature and description directly or indirectly arising from the performance of activities or any use of the subject facilities.
- K. **Parking:** Lessee shall have access to designated parking spaces.
- L. **Fees:** Facility Use fees are waived. This adults with disabilities program is staffed by Gateway Center. This program is a partnership with Pacific Grove Adult Education and the Monterey Peninsula Adult Education Consortia, who is funding facility upgrades and any materials and supplies for the program. All purchases made by the district are the property of the district.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: Barbara Martuey
 Title: Principal PGAE

Date: 1-6-2019

GATEWAY CENTER OF PACIFIC GROVE
 850 Congress Ave.
 Pacific Grove, CA 93950

By: [Signature]

Date: 1-4-2019

Title: Executive Director

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Contract for Service with Lombardo Diamond Core Drilling Company

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Lombardo Diamond Core Drilling.

BACKGROUND:

This contract is to drill a few cores into the concrete slab so a pump can be installed to eliminate ground water seeping into a middle school classroom. This project has been highlighted on the quarterly facilities updates.

FISCAL IMPACT:

Fund 14 – Not to exceed \$5,000.00.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

AGREEMENT FOR CONTRACTOR SERVICES

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

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

LOMBARDO DIAMOND CORE DRILLING COMPANY CONTRACTOR

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>2225 De La Cruz Blvd.</u>	<u>Santa Clara</u>	<u>CA</u>	<u>95050</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on Monday, January 21, 2019 and shall be completed on or before January 22, 2019.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

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

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

Saw cutting and core drilling for classrooms at PG Middle School

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

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

J. CONTRACTOR shall be paid at the rate of:

Not to exceed the sum of \$5000

Source of Funds: Fund 14 Deferred Maintenance

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

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

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

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

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2019.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

- ☒ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Contract for Services with WestEd for the 2019 California Healthy Kids Survey

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with WestEd for the administration, online data collection, and reporting of the 2019 California Healthy Kids Survey for students, staff, and parents.

BACKGROUND:

The State of California mandates students in grades 5, 7, 9, 11 to be given the California Healthy Kids Survey (CHKS) every other year. Our district administers the survey every year in order to be informed and make program decisions to address the needs of our students on a yearly basis.

INFORMATION:

West Ed provides online access to the surveys, collects responses and then prepares data reports at a district and site specific level. The reports are disseminated to site administration, presented to the school board yearly, and used to inform decision making.

FISCAL IMPACT:

\$2,406.00 paid from the District Curriculum budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)
This contract is an agreement between the Pacific Grove Unified School District and WestEd for services rendered as specified below.

1. **Scope of Service:** To provide : Online administration, data collection and reporting of the 2018-19 California Healthy Kids Survey (CHKS) for students, staff, and parents.
2. **Evaluation and/or expected outcome(s):** Data collected by the CHKS is used to make informed program decisions that directly address the needs of our students.
3. **Length of the Contract:**
Service is to be provided on the following date(s): The 2018-19 School Year
4. **Financial Consideration:**
Consultant to be paid at the rate of: \$2,406.00
School Funding Source: 01-0000-0-1110-2130-5800-00-000-0730 (Curriculum)

Consultant: WestEd

Address: WestEd Center 751 Ranchero Drive Ste. Z San Marcos, Ca 92069

Signed _____ Date _____
District Employee ☒ Independent Consultant *

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

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

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

Signed _____ Date _____
Director of Human Resources

Signed _____ Date _____
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

CONTRACT FOR SERVICES CRITERIA

DISTRICT/SITE ADMINISTRATOR – PLEASE CIRCLE CRITERIA THAT APPLY AND SIGN BELOW.

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

District/Site Administrator

Date

- ☐ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion
- ☒ Public Hearing

SUBJECT: Public Hearing of Pacific Grove Teachers Association Sunshine List for 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board hold a public hearing for the sunshine topics for the 2018-19 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2018-19 school year. The public hearing will provide an opportunity for the community to comment on the following:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

FISCAL IMPACT:

To be assessed during negotiations.



www.pgusd.org

Public Hearing A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509
schinbendib@pgusd.org

PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, January 17, 2019 at 1025 Lighthouse Avenue, Pacific Grove, California at the Adult School, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2018-19 School Year

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

Dr. Ralph Porras
Superintendent
Pacific Grove Unified School District
485 Hillcrest Ave.
Pacific Grove, CA 93950

Dear Dr. Porras,

Our Association has an interest in promoting an amicable, open, and collaborative relationship with the District. Therefore, we respectfully sunshine to the community the following article for the 2018-2019 school year:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

Respectfully,
Steven M. Ibrahim
Pacific Grove Teachers Association

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion
☐ Public Hearing

SUBJECT: Approval of Pacific Grove Teachers Association Sunshine List for 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the sunshine topics for the 2018-19 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2018-19 school year. The public hearing will provide an opportunity for the community to comment on the following:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

FISCAL IMPACT:

To be assessed during negotiations.



www.pgusd.org

Action/Discussion Item A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
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Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
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The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

Dr. Ralph Porras
Superintendent
Pacific Grove Unified School District
485 Hillcrest Ave.
Pacific Grove, CA 93950

Dear Dr. Porras,

Our Association has an interest in promoting an amicable, open, and collaborative relationship with the District. Therefore, we respectfully sunshine to the community the following article for the 2018-2019 school year:

Our Association has a vested interest in providing all of our students with goal-oriented, interesting, challenging, and interactive learning and experience, none more so than our academically at-risk population. In order to better serve our academically at-risk students, our Association believes that the individual caseload for any resource specialist should not exceed 28 students. This is reflected in Ed Code Chapter 4, Article 4, line C.

Respectfully,
Steven M. Ibrahim
Pacific Grove Teachers Association

- ☐ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion
- ☒ Public Hearing

SUBJECT: Public Hearing of Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics – 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Matt Bell, PGUSD Lead Negotiator

RECOMMENDATION:

The District recommends that the Board hold a public hearing for the sunshine topics for 2018-19 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

INFORMATION:

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with Pacific Grove Teachers Association for the 2018-19 school year.

Exhibits

The District is interested in reviewing the stipend schedule and adding areas that are currently not covered such as water polo coaching stipends.

Article VII

In light of the recent Supreme Court ruling in the Janus v. American Federation of State, County and Municipal Employees, the District is interested in aligning the contract with Federal law and eliminating areas contrary to the ruling contained in this article.

FISCAL IMPACT:

While PGTA is in the second year of a two year salary agreement, there could still be fiscal ramifications associated with negotiation recommendations. These will be assessed during negotiations and brought to the Board.



www.pgusd.org

Public Hearing B

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin Bendib
Assistant Superintendent
Business Services
(831) 646-6509
schinbendib@pgusd.org

PUBLIC HEARING NOTICE

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Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2018-19 School Year.

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

Exhibits

The District is interested in reviewing the stipend schedule and adding areas that are currently not covered such as water polo coaching stipends.

Article VII

In light of the recent Supreme Court ruling in the Janus v. American Federation of State, County and Municipal Employees, the District is interested in aligning the contract with Federal law and eliminating areas contrary to the ruling contained in this article.

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion
☐ Public Hearing

SUBJECT: Approval of Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics – 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Matt Bell, PGUSD Lead Negotiator

RECOMMENDATION:

The District recommends that the Board review and approve the sunshine topics for 2018-19 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

INFORMATION:

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with PGTA for the 2018-19 school year.

Exhibits

The District is interested in reviewing the stipend schedule and adding areas that are currently not covered such as water polo coaching stipends.

Article VII

In light of the recent Supreme Court ruling in the Janus v. American Federation of State, County and Municipal Employees, the District is interested in aligning the contract with Federal law and eliminating areas contrary to the ruling contained in this article.

FISCAL IMPACT:

While PGTA is in the second year of a two year salary agreement, there could still be fiscal ramifications associated with negotiation recommendations. These will be assessed during negotiations and brought to the Board.



www.pgusd.org

Action/Discussion Item B

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

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The District is interested in reviewing the stipend schedule and adding areas that are currently not covered such as water polo coaching stipends.

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In light of the recent Supreme Court ruling in the Janus v. American Federation of State, County and Municipal Employees, the District is interested in aligning the contract with Federal law and eliminating areas contrary to the ruling contained in this article.

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

- ☐ Consent
☐ Information/Discussion
☐ Action/Discussion
☒ Public Hearing

SUBJECT: Public Hearing of California School Employees Association Sunshine List, 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board hold a public hearing for the sunshine topics for the 2018-19 California School Employees Association (CSEA) negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2018-19 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2019-20 school year
Add new stipends for classified employees

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

Affordable and adequate coverage for employees for the 2019-20 school year

3. ARTICLE 13 – DISCIPLINARY ACTIONS

CSEA will propose language related to disciplinary process

4. ARTICLE 15 -ORGANIZATIONAL SECURITY

Update language to address recent changes in the law concerning agency shop.

CSEA has an interest in updating contract language to remove outdated terms.

FISCAL IMPACT:

To be assessed during negotiations.



www.pgusd.org

Public Hearing C

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Rick Miller
Assistant Superintendent
Business Services
(831) 646-6509
rmiller@pgusd.org

PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, January 17, 2019, at 1025 Lighthouse Avenue, Pacific Grove, California at the Adult School, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the California School Employees Association for the 2018- 19 School Year

The California School Employees Association has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The California School Employees Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2019-20 school year
Add new stipends for classified employees

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

Affordable and adequate coverage for employees for the 2019-20 school year

3. ARTICLE 13 – DISCIPLINARY ACTIONS

CSEA will propose language related to disciplinary process

4. ARTICLE 15 -ORGANIZATIONAL SECURITY

Update language to address recent changes in the law concerning agency shop.

CSEA has an interest in updating contract language to remove outdated terms.

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER #229**

December 17, 2018

Dear Dr. Ralph Porras,

The California School Employees Association and its Pacific Grove Chapter 229 hereby, submits the following list of articles from the master contract to be “sunshined” under the EERA 3547(a) for the school year 2018-2019.

The articles from the Classified Bargaining Unit Contract to be sunshine are:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2019-20 school year
Add new stipends for classified employees

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

Affordable and adequate coverage for employees for the 2019-20 school year

3. ARTICLE 13 – DISCIPLINARY ACTIONS

CSEA will propose language related to disciplinary process

4. ARTICLE 15 -ORGANIZATIONAL SECURITY

Update language to address recent changes in the law concerning agency shop.

CSEA has an interest in updating contract language to remove outdated terms.

CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion
☐ Public Hearing

SUBJECT: Approval of California School Employees Association Sunshine List, 2018-19

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the sunshine topics for the 2018-19 California School Employees Association (CSEA) negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2018-19 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2019-20 school year

Add new stipends for classified employees

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

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3. ARTICLE 13 – DISCIPLINARY ACTIONS

CSEA will propose language related to disciplinary process

4. ARTICLE 15 -ORGANIZATIONAL SECURITY

Update language to address recent changes in the law concerning agency shop.

CSEA has an interest in updating contract language to remove outdated terms.

FISCAL IMPACT:

To be assessed during negotiations.



www.pgusd.org

Action/Discussion Item C

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
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Rick Miller
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PUBLIC HEARING NOTICE

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The California School Employees Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. ARTICLE 2 – WAGES

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Update language to address recent changes in the law concerning agency shop.

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Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER #229**

December 17, 2018

Dear Dr. Ralph Porras,

The California School Employees Association and its Pacific Grove Chapter 229 hereby, submits the following list of articles from the master contract to be “sunshined” under the EERA 3547(a) for the school year 2018-2019.

The articles from the Classified Bargaining Unit Contract to be sunshine are:

1. ARTICLE 2 – WAGES

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Add new stipends for classified employees

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Affordable and adequate coverage for employees for the 2019-20 school year

3. ARTICLE 13 – DISCIPLINARY ACTIONS

CSEA will propose language related to disciplinary process

4. ARTICLE 15 -ORGANIZATIONAL SECURITY

Update language to address recent changes in the law concerning agency shop.

CSEA has an interest in updating contract language to remove outdated terms.

CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

- ☐ Consent
- ☐ Information/Discussion
- ☐ Action/Discussion
- ☒ Public Hearing

SUBJECT: Public Hearing of 2018-19 District Pacific Grove Unified School District/California School Employees Association Negotiation Sunshine List

DATE: January 17, 2019

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

RECOMMENDATION:

The Administration recommends that the Board hold a public hearing of the Pacific Grove Unified School District/California School Employees Association sunshine topics for 2018-19

BACKGROUND:

This is the second year of a two year tentative agreement. Re-openers are expected to be non-financial.

INFORMATION:

Article III Health and Welfare, to review and revise language for clarity purposes only

Article IV, H. Work Schedule, to update the language according to changes in the law

Article V, J. Child-rearing leave/Parenting leave, to update language according to recent changes in the law

FISCAL IMPACT:

We are negotiating the second year of a two year tentative agreement. Financial impacts are not anticipated unless there is agreement on increasing the calendar by one additional day.



www.pgusd.org

Public Hearing D

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

Article III Health and Welfare, to review and revise language for clarity purposes only

Article IV, H. Work Schedule, to update the language according to changes in the law

Article V, J. Child-rearing leave/Parenting leave, to update language according to recent changes in the law

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

- ☐ Consent
- ☐ Information/Discussion
- ☒ Action/Discussion

SUBJECT: Approval of 2018-19 District Pacific Grove Unified School District/California School Employees Association Negotiation Sunshine List

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Unified School District/California School Employees Association sunshine topics for 2018-19

BACKGROUND:

This is the second year of a two year tentative agreement. Re-openers are expected to be non-financial.

INFORMATION:

Article III Health and Welfare, to review and revise language for clarity purposes only

Article IV, H. Work Schedule, to update the language according to changes in the law

Article V, J. Child-rearing leave/Parenting leave, to update language according to recent changes in the law

FISCAL IMPACT:

We are negotiating the second year of a two year tentative agreement. Financial impacts are not anticipated unless there is agreement on increasing the calendar by one additional day.



www.pgusd.org

Action/Discussion Item D

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin Bendib
Assistant Superintendent
Business Services
(831) 646-6509
schinbendib@pgusd.org

PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, January 17, 2019 at 1025 Lighthouse Avenue, Pacific Grove, California at the Adult School, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the California School Employees Association for the 2018-19 School Year.

The California School Employees Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2018-19 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

Article III Health and Welfare, to review and revise language for clarity purposes only

Article IV, H. Work Schedule, to update the language according to changes in the law

Article V, J. Child-rearing leave/Parenting leave, to update language according to recent changes in the law

Posted: Friday, December 21, 2018

Copies posted at the PGUSD District Office and school sites

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: District Field Trips

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and provide feedback to the possible inequities of field trips.

BACKGROUND:

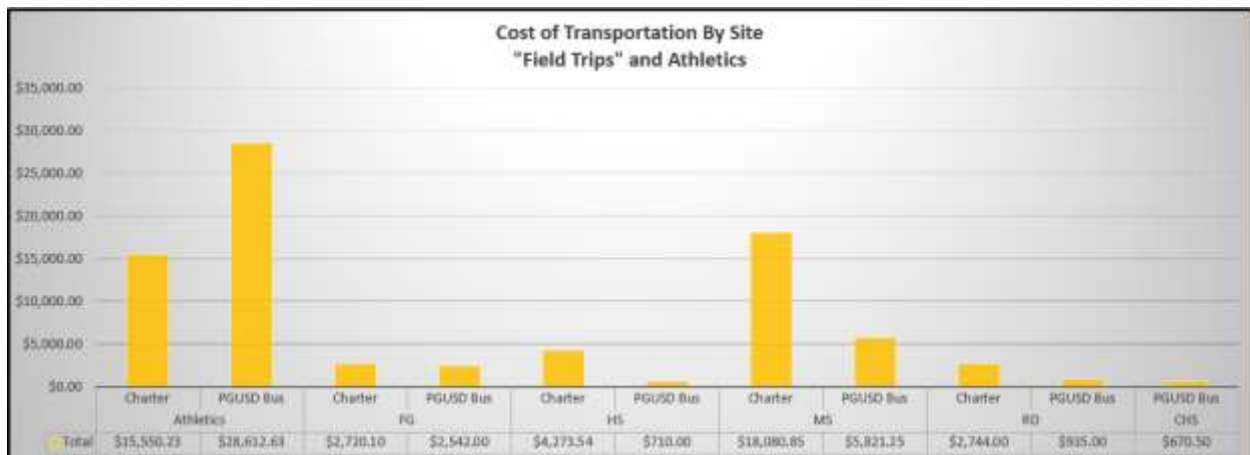
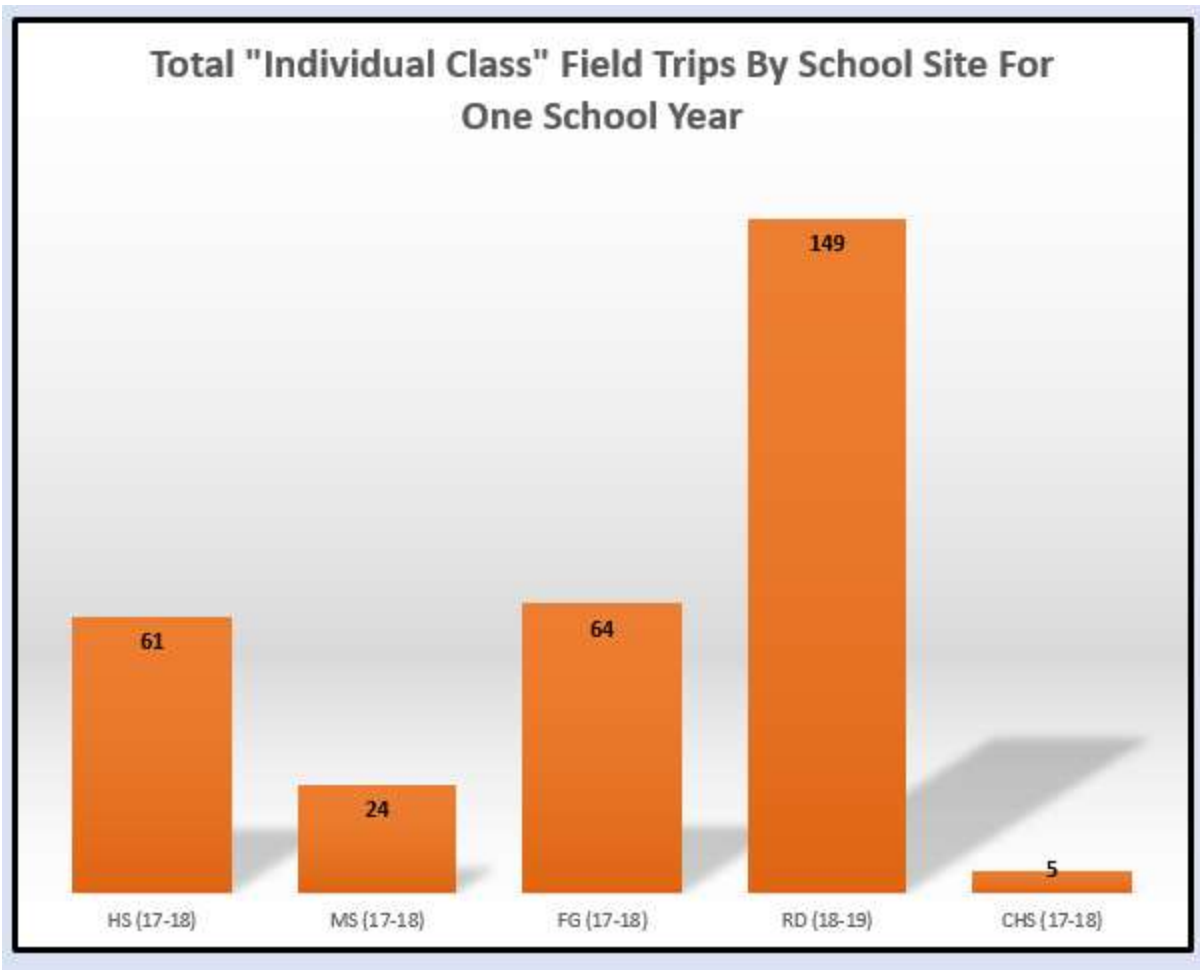
This Fall the District and Board of Education was made aware of possible inequities between sites as it pertains to field trips. The main concern is transportation to the educational opportunities in and around Pacific Grove. While some sites have the ability to walk to downtown locations in a short amount of time others are further away making the walk time two to three times longer.

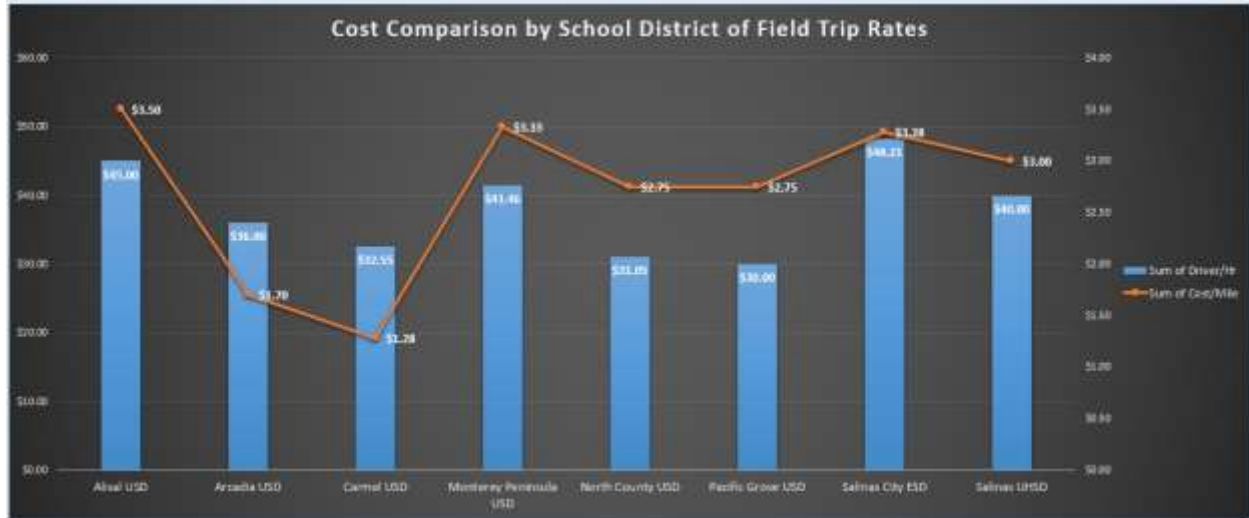
INFORMATION:

To analyze this issue and identify all the inequities surrounding field trips staff put together an interactive dashboard. Screen shots of some of the information is provided as back-up but the dashboard will be presented at the Board of Trustees meeting to dive deeper into the information.

FISCAL IMPACT:

At this time it is unknown and will depend on the action taken by the Board.





- ☐ Consent
- ☐ Information/Discussion
- ☒ Action/Discussion

SUBJECT: Approval of the Assistant Superintendent's 2018-2020 Contract Amendment

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board of Education review and approve the single amendment noted below to the Assistant Superintendent's contract for the 2018 - 2020 school years.

BACKGROUND and INFORMATION

On April 26, 2018, the Board approved the new Assistant Superintendent's contract and compensation, however a discrepancy with the cell phone allowance was recently noted. The cell phone compensation is being corrected to reflect \$65 (rather than the \$40 noted in the current contract) as granted to the other administrators.

FISCAL IMPACT:

If approved, the Assistant Superintendent's contract will reflect an increase of \$25 per month, retro to July 1, 2018, from \$40 to \$65 as aligned with other district administrators.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT ASSISTANT SUPERINTENDENT CONTRACT

This Employment Agreement (“Agreement”) is made on this 26th day of April 2018, by and between the Governing Board of Pacific Grove Unified School District (“District”) and Song Chin-Bendib (“Assistant Superintendent”).

1. **Term** – The District hereby employs Song Chin-Bendib as Assistant Superintendent for Business Services at Pacific Grove Unified School District, commencing the first year, August 1, 2018 through June 30, 2019, and the second year, July 1, 2019 through June 30, 2020
2. **Salary** – The Board agrees to pay the Assistant Superintendent an annual compensation of \$183,333 payable for 206 days in eleven (11) equal installments August 1, 2018 through June 30, 2019. Beginning July 1, 2019 the Board agree to pay Assistant Superintendent the annual compensation of \$200,000 payable in twelve (12) equal installments through June 30, 2020.

The Superintendent, after determining satisfactory evaluation of the Assistant Superintendent, may recommend to the Board of Education that the Assistant Superintendent receive an increase in compensation which may serve in lieu of the generally applied increase listed in the following paragraph. This determination can be made at any time at the direction of the Superintendent. A change in salary shall not constitute the creation of a new Agreement, nor extend the termination date of this agreement.

Unless the Board and Assistant Superintendent mutually agree to a different amount for an annual increase to the Assistant Superintendent’s compensation, the Assistant Superintendent’s compensation may be increased each year by the same percentage increase and/or one-time payment, if any, received by the District’s classified employee bargaining unit.

3. **Fringe Benefits** –The Assistant Superintendent shall also be entitled to receive a Health Care Allowance of \$3,000 per year directed toward health coverage under the District’s MCSIG or other provider’s medical, dental and vision insurance. This Health Care Allowance shall continue after retirement as a post-retirement benefit up to age 65. This fringe benefits package shall stay in force during the term of this Agreement.
4. **Work Days** – The Assistant Superintendent shall work 206 days of service for the first year August 1, 2018 through June 30, 2019, and 225 days of service the second year July 1, 2019 through June 30, 2020. Under this contract, the work calendar shall be approved by the Superintendent by the 1st day of July.
5. **Sick Leave** – The Assistant Superintendent is entitled to one sick day per month of employment by the District. Sick leave may be accrued and applied to PERS Retirement.
6. **Cell Phone and Vehicle Expense** – The Assistant Superintendent is required to have a cell phone and to have a vehicle. The Assistant Superintendent shall receive ~~\$40~~ \$65 per month for the use of this cell phone. Work related (actual) vehicle mileage for travel purposes accrued on a monthly basis outside of the District boundaries, but within and outside of Monterey County, may be claimed at the District’s approved rate. Commute to and from work does not qualify for reimbursement.
7. **Expenses** – The Assistant Superintendent shall be reimbursed for all documented actual necessary job related expenses, which have been authorized by Board policy and have received prior approval

from the Superintendent. Included in this shall be the cost of membership in professional organizations for school business officials, including ACSA and CASBO.

8. **Assistant Superintendent General Duties** – The Assistant Superintendent is directly responsible to the Superintendent as a technical expert whose primary duty is the financial operation of the District, and the development and implementation of the annual budget. The Assistant Superintendent shall be responsible for all duties detailed in the Board approved job description. In addition, the Assistant Superintendent:
 - Oversees the accounting, payroll, budgeting, purchasing, attendance, internal control, maintenance, buildings, grounds and food services, transportation, disaster preparedness, facility usage, insurance programs and loss control.
 - Evaluates employees under his jurisdiction using timelines and procedures noted in collective bargaining contracts.
 - Advises the Superintendent in a timely manner about financial and budgetary issues and threats to the financial well-being of the District, including sources of funds that might be available to implement present and contemplated District programs.
 - Presentations of required reports to the Superintendent prior to public release. Examples:
 - First and second interim reports
 - Draft budget for new year
 - February - School Expenditure Summary
 - August - Property Tax Report
 - November/March - District budget review
 - Negotiation proposals
 - Others upon request
 - Presents options and solutions that will enact the goals of the District and directions of the Superintendent.
 - Maintains and improves professional competence by attending professional development meetings and conferences.
 - Establishes and maintains positive staff relationships and actively seeks solutions that will enable schools to offer a successful educational program.
 - Keeps the Superintendent informed in a timely manner of all administrative and related issues associated with the operation of the school District, and discusses these issues with the Superintendent prior to public or staff review.
 - Serves on all committees and completes all assigned duties as directed by the Superintendent.
 - Supervises and coordinates District general construction efforts.
 - Changes in the duties may occur at the direction of the Superintendent.
9. **Evaluation** – The Assistant Superintendent's evaluation will include both performance of duties and professional growth, and shall review the following areas:
 - Administrative skills, business services, communication and interpersonal skills.
 - Supervision of all departments assigned (i.e. business, custodians, grounds, maintenance, transportation and food services).
 - Positive, affirmative support for the attainment of District's yearly educational goals.
 - Completion of goals assigned by the Superintendent.
 - All duties noted in the Assistant Superintendent for Business Services job description.
 - The Assistant Superintendent, in cooperation with the Superintendent, may choose to develop an evaluation document.

In addition, any contract extension or salary increase shall be approved by the Board in open session at a regular meeting of the Board and reflected in the minutes of such meeting.

10. **Termination of Contract– Mutual Consent:** Upon the recommendation of the Superintendent, this Agreement may be terminated at any time by mutual consent of the Board of Education and the Assistant Superintendent. Any party seeking to terminate the agreement shall give 60-day written notice to the other party.
11. **Termination Without Cause** – If the District chooses to terminate this Agreement prior to its expiration, due to reasons other than job abandonment or conviction of criminal activities, then, in accordance with Government Code 53260, the District shall pay to the Assistant Superintendent an amount equal to the current monthly salary of the Assistant Superintendent at the time of termination multiplied by the number of months remaining on the unexpired contract up to a maximum of 12 months. In addition, the District shall continue to contribute to the employee's medical insurance, at the same level as prior to termination, for the remaining time of the unexpired contract term up to nine months or until the employee finds other employment, whichever occurs first.
12. **Non-Renewal of Agreement** – The Board of Education, at the recommendation of the Superintendent, may elect not to renew this agreement at the end of its term, for any reason, by providing a 45-day written notice to the Assistant Superintendent, in accordance to the Education Code Section 35031.
13. **Termination for Cause** – The Assistant Superintendent's status and all rights under this agreement may be terminated by the Board of Education at any time for, but not limited to, breach of contract, any grounds enumerated in the Education Code, or the Assistant Superintendent's failure to perform responsibilities as set forth in this Agreement, or as defined by law. Within 30 days of receipt of a written statement identifying the grounds for termination, the Assistant Superintendent shall be entitled to a conference with the Superintendent and Board of Education. This conference will be the Assistant Superintendent's exclusive right to any hearing.
14. **Abuse of Office Provisions** - In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent's criminal defense. For purposes of this provision, "abuse of office or position" means either of the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.
15. **General Provisions**
 - a. **Governing Law and Venue** – This agreement and the rights, obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
 - b. **Entire Agreement** – This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied

- upon any representation expressed or implied not contained in this agreement, including Board policies that may be deemed to infer an employment benefit.
- c. No Assignment – The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this agreement.
 - d. Modification – This agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any party requesting a modification shall give 30 days written notice to the other party.
 - e. Severability – If any provision of this agreement is ruled to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall continue in full force and effect.
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President, Board of Trustees,
Pacific Grove Unified School District

Date

Superintendent

Date

Assistant Superintendent

Date

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<hr/> President, Board of Trustees, Pacific Grove Unified School District	<hr/> Date
<hr/> Superintendent	<hr/> Date
<hr/> Assistant Superintendent	<hr/> Date

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: Approval of Measure A Education Technology Expenditures

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Matthew Binder, Director of Educational Technology;
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 computer technology
- Upgrading instructional hardware educational software/digital curriculum in every classroom.
- Implementing a multiyear, District-wide educational technology plan.
- Improving classroom and campus security systems.
- Installing student performance assessment and data management software for statewide testing/learning requirements

The bond funds is 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 and the district is currently working under the second series of funds - Series B. 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. These prices are estimated and may vary slightly due to variations in tax and shipping costs.

FISCAL IMPACT:

(\$285,000 - pending) of equipment and/or software, Services to be purchased from Fund 21 for the January/February 2019 Measure A funds (Fund 21).

Measure A: January/February 2019								
		Item	Request	Site(s)	Tech Plan Connection: Outcome(s)	Quantity	Est. Cost Incl. Tax; S/H	Item Total
1	HSF	iPad Pro (hardware - staff)	June/July 2018	DO Satff	4i	1	\$1,000.00	\$1,000.00
2	HSF	*Laptops and Docking stations (hardware - staff)	Jan/Feb 2019	DO Satff	4i	2		\$1,384.21
3	HSF	*Asus Chromebit CS10 (hardware-staff)	Jan/Feb 2019	DO Satff	4i	1		\$84.00
4	HSF	*Wireless Keyboard & Mouse (hardware-staff)	Jan/Feb 2019	DO Satff	4i	1		\$43.99
5	HSF	*Stand for Flat Panel (hardware-staff)	Jan/Feb 2019	DO	4i	1		\$161.99
6	HSF	https://www.logitech.com/en-us/product/bluetooth-speaker-system-z337?crid=47	Jan/Feb 2019	FG	4e	25	\$99.99	\$2,500.00
7	HSF	Brother HLL2395DW	Jan/Feb 2019	FG	4e	4	\$115.00	\$460.00
8	HSF	Dell Laptop	Jan/Feb 2019	FG, HS	4e	6	\$600.00	\$3,600.00
9	HSF	Dell Desktop	Jan/Feb 2019	FG, Adult Ed	4e	9	\$600.00	\$5,400.00
10	HSF	Vision Screener Spot - Item Number VS100S-BEA - Screener w/Carrying Case	Jan/Feb 2019	District	4i	1	\$7,190.00	\$7,190.00
11	HST	Chromebooks	Jan/Feb 2019	FG	1d, 4c, 4d, 4e, 4i,	10	\$300.00	\$3,000.00
12	HST	Headphones	Jan/Feb 2019	FG	4c, 4d	20		\$400.00
13	HST	Imacs	Jan/Feb 2019	HS	1i	19	\$1,299.00	\$24,681.00
14	HST	Califone 3068AV Switchable Stereo/Mono Headphones 12-Pack Bundle	Jan/Feb 2019	MS	4e, 4f	2	\$129.95	\$259.90
15	HST	AmScope M150C-I 40X-1000X All-Metal Optical Glass Lenses Cordless LED Student Biological Compound Microscope	Jan/Feb 2019	MS	1b	32	\$86.98	\$2,783.36
16	HST	AmScope SE306R-PZ-LED Forward-Mounted Binocular Stereo Microscope, WF10x and WF20x Eyepieces	Jan/Feb 2019	MS	1b	4	\$180.99	\$723.96
17	HST	AmScope B120C Siedentopf Binocular Compound Microscope, 40X-2500X Magnification, Brightfield, LED Illumination	Jan/Feb 2019	MS	1b	5	\$189.99	\$949.95
18	HST	HP 23.8-inch FHD IPS Monitor with Tilt/Height Adjustment and Built-in Speakers (VH240a, Black)	Jan/Feb 2019	MS	4i	3	\$109.99	\$219.98
19	HT	Dell XPS 15 and 2 27 inch Dell monitor (hardware - teacher)	Jan/Feb 2019	HS - Robotics	1h	1	\$1,946.89	\$1,946.89
20	HT	Dell Laptops	Jan/Feb 2019	MS	4e	5	\$700.00	\$3,500.00
21	HT	HoverCam Solo 8 Document Camera	Jan/Feb 2019	MS	4e	3	\$350.00	\$1,050.00
22	HT	2019 Samsung Galaxy Tab A 10.1" Touchscreen Tablet, 2GB	Jan/Feb 2019	MS	4g	2	\$249.00	\$498.00
23	HT	Samsung Galaxy Tab A 7"; 8 GB Wifi Tablet (White) SM-T280NZWAXAR	Jan/Feb 2019	MS	4g	1	\$99.00	\$99.00
24	HT	Dell 452-BCYT D6000 Universal Dock, Black	Jan/Feb 2019	MS	4i	3	\$129.99	\$389.97
25	INN	Hexnub EXO Cover for Sphero 2.0 Robotic Ball Bolt and SPRK Editions Off Road Protection (Black)	Jan/Feb 2019	MS	1b, 1h	5	\$6.99	\$20.97
26	INN	Hexnub EXO Cover for Sphero 2.0 Robotic Ball Bolt and SPRK Editions Off Road Protection (Orange)	Jan/Feb 2019	MS	1b, 1h	5	\$8.99	\$44.95
27	INN	Hexnub EXO Cover for Sphero 2.0 Robotic Ball Bolt and SPRK Editions Off Road Protection (Clear)	Jan/Feb 2019	MS	1b, 1h	5	\$9.99	\$49.95
28	INN	Spheros BOLT Power Pack	Jan/Feb 2020	RD/FG	1h	1	\$2,681.24	\$2,681.24
29	INN	The BOLT Power Pack	Jan/Feb 2019	MS	1b, 1h	1	\$2,499.99	\$2,499.99
30	INN	Piper Computer Kit (10 Devices)	Jan/Feb 2019	FG	1g	1	\$2,439.40	\$2,439.40
31	INN	LittleBits Starter Solution	Jan/Feb 2019	RD/FG	1g	1	\$1,800.00	\$1,800.00
32	INN	GTX 1060 Graphics Card	Jan/Feb 2019	RD/FG	1h	2	\$310.00	\$620.00
33	INN	BenQ Short Throw Projector	Jan/Feb 2019	RD/FG	1h	1	\$580.00	\$580.00
34	INN	Xbox 360 Kinect Sensor	Jan/Feb 2019	RD/FG	1h	2	\$40.00	\$80.00
35	INN	Power Supply for Xbox Kinect Sensor	Jan/Feb 2019	RD/FG	1h	2	\$12.00	\$24.00
36	INN	Projector Mount	Jan/Feb 2019	RD/FG	1h	2	\$97.00	\$194.00
37	INN	Osmo Coding + iPad Base	Jan/Feb 2019	RD/FG	1h	3	\$68.00	\$204.00
38	INN	Pitsco Straw Rockets	Jan/Feb 2019	RD/FG	1h	1	\$200.00	\$200.00
39	PRO	Surveillance Grid: Security Camera Project: PG Adult Ed	Jan/Feb 2019	AE		1	\$30,219.00	\$30,219.00
40	PRO	C-Wing Theatre PGHS Lighting Set Up (project/upgrades)	Jan/Feb 2019	HS Drama	4i	1	\$14,000.00	\$14,000.00
41	SCC	TCI - Social Studies/History Alive Online (software - core curric)	June/July 2018	MS	1f, 1b		>>>>	\$28,500.00
42	SCC	Music writing software - Finale	Jan/Feb 2019	HS	1i	19	\$479.00	\$9,101.00

43	SSC	Interface Focusrite 2i2	Jan/Feb 2019	HS	1i	19	\$125.00	\$2,469.81
44	SSC	DAW, record, compose, program midi, mix, master -Logic Pro X	Jan/Feb 2019	HS	1i	19	\$200.00	\$3,799.81
45	SCC	Music theory, ear training, scales, etc. - Auralia 5/Musition 5	Jan/Feb 2019	HS	1i	19	\$229.00	\$4,351.00
46	SDS, S	*Illuminate DnA and ISI Renewal along with Item Bank and Assessment Content	Jan/Feb 2019		1f			\$23,864.50
47	SDI	Pride Place - Outdoor Sound System (site/district infrastructure)	June/July 2018	HS	1a	1	\$5,115.32	\$5,115.32
48	SDI	WiFi Access Points (site/district infrastructure)	June/July 2018	District (all)	4a	6	\$710.00	\$4,260.00
49	SDI	*Epson PowerLite 680 3500-Lumen XGA Ultra Short Throw 3LCD Projector (hardware-teacher)	Jan/Feb 2019	FG	4e			\$1,085.00
50	SDI	*Ultra Short Throw Wall Mount (hardware-teacher)		FG	4e			\$120.00
51	SDI	MS PACand RD Ottertorium Projector/Screen Installation (site/district infrastructure)	Jan/Feb 2019	MS	4i			\$7,000.00
52	SDI	Projector for Jesse Bray Board Room	Jan/Feb 2019	DO	4i			\$3,000.00
53	SDI	*16-Device Chromebook Cabinet	Jan/Feb 2019	MS	4e	1		\$330.00
54	SDI	shure mics - SM57/Stand/Cable	Jan/Feb 2019	HS	1i	10	\$90.00	\$1,690.00
55	SDI	Newline Interactive Display	Jan/Feb 2019	RD/FG/HS/MS	4e	10	\$3,852.00	\$38,520.00
56	SDI	Shure BLX24/SM58 Handheld Wireless System with SM58 Vocal Microphone, H9	Jan/Feb 2019	MS	1i, 2b, 2c	1	\$299.00	\$299.00
57	SDI	Shure BLX14/CVL Lavalier Wireless System with CVL Lavalier Microphone, H10	Jan/Feb 2019	MS	1i, 2b, 2c	1	\$299.00	\$299.00
58	SDI	Epson PowerLite W39 WXGA 3LCD Projector	Jan/Feb 2019	MS	4e	2	\$599.00	\$1,198.00
59	SDI	Microsoft Wireless Display Adapter (P3Q-00001)	Jan/Feb 2019	MS	4e	4	\$39.93	\$159.72
60	SDI	Pyle Portable Outdoor PA Speaker Amplifier System & Microphone Set with Bluetooth Wireless Streaming, Rechargeable	Jan/Feb 2019	MS	4g	1	\$96.66	\$96.66
61	SDI	Rockville RPM109 12 Channel 4800w Powered Mixer, 7 Band EQ, Effects, USB, 48V	Jan/Feb 2019	MS	1i	1	\$239.95	\$239.95
62	SDI	Epson PowerLite W39 WXGA 3LCD Projector	Jan/Feb 2019	RD	4e	3	\$599.00	\$1,797.00
63	SDS	*Follett - Destiny Library Management Software (software - data system)	Jan/Feb 2019	District (all)	4i	>>>>		\$6,954.00
64	SDS	*GoGuardian Renewal (software-data system)	Jan/Feb 2019	District (all)	4m	>>>>		\$10,900.00
65	SDS	Fortinet Direct Tech Support (software-data system)	Jan/Feb 2019	District (all)	4a, 4b	>>>>		\$1,350.00
66	SO	*Surveillance Grid (software - other)	Jan/Feb 2019	District (all)	4i			\$3,000.00
67	SS	*Illuminate Education: Custom Attendance Report development/build (software support)	Jan/Feb 2019	District (all)	4i	>>>>		\$4,000.00
							Total	\$281,483.47
		Site/District Infrastructure (SDI)						
		Software - Core Curriculum (SCC)						
		Hardware - Student (HST)						
		Software - Data Systems (SDS)						
		Software - Intervention (INT)						
		Software - Supplemental Curric (SSC)						
		STEAM/STEM/Innovation (INN)						
		Hardware - Teacher (HT)						
		Software - Other (SO)						
		Repair Services (RS)						
		Hardware - Staff (HSF)						
		Software Support (SS)						

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: Pacific Grove High School New Dual Enrollment Classes for 2019-20

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Shane Steinback, Pacific Grove High School Assistant Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve two new dual enrollment classes, Computer Science and Information Systems 177 A and Computer Science and Information Systems 86, for the 2019-20 school year at Pacific Grove High School.

BACKGROUND:

Currently Pacific Grove High School offers one year of our Computer Information Support Service pathway with Computer Science and Information Systems (CSIS) 75 and 76. Both of these classes are also dual enrollment, meaning students are receiving both high school and college credit.

INFORMATION:

For students to complete a Career Technical Education (CTE) pathway we need to offer at least three years of a given pathway (i.e. Introductory, Concentrator, Capstone). If we were given the opportunity to offer CSIS 177 A and 86 we would further the Computer Information Support Service pathway to "Concentrator".

These new classes would be taught by Monterey Peninsula College employee John Olsen, who is currently teaching our CSIS 75 and 76 at Pacific Grove High School.

FISCAL IMPACT:

Zero fiscal impact as Monterey Peninsula College would be paying for John Olsen's salary concerning both CSIS 177 A and 86.

- ☐ Consent
- ☐ Information/Discussion
- ☒ Action/Discussion

SUBJECT: Board Calendar/Future Meetings

DATE: January 17, 2019

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, 2018-19 School Year

Jan. 17	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2019-20 ✓ Property Tax Update ✓ Quarterly District Safety Update*	Adult School (School Site Visit)
Jan. 31	Regular Board Meeting 	Community High School (School Site Visit)
Feb. 13 *Wednesday	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office
Mar. 7	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #4 ✓ Open House Schedules Reviewed	District Office
Mar. 21	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report ✓ Quarterly District Safety Update*	District Office
Apr. 4	Regular Board Meeting ✓ Board Priorities for 2019-20 Instructional Program Design ✓ Review of Strategic Plan and LCAP ✓ Begin Superintendent Evaluation ✓ Approve 2019-20 Aug.- Dec. Board Meeting Calendar	District Office
April 25	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule ✓ California Day of the Teacher ✓ Week of the CSEA Employee	District Office
May 2	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ Final Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Employee Recognition	District Office
May 23	Regular Board Meeting ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2019-20 ✓ Continue Superintendent's Evaluation ✓ Identify Board Member Representatives for Graduations ✓ Review Facility Use Fee Schedule ✓ Review Governor's Revised Budget ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
June 6	Regular Board Meeting ✓ LCAP Public Hearing ✓ 2019-20 Budget Public Hearing ✓ Complete Superintendent Evaluation	District Office

June 20	Regular Board Meeting ✓ Adopt budget for 2019-20 ✓ Approval of LCAP ✓ Approval of Contracts and Purchase Orders for 2019-20	District Office
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**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- ☐ Consent
- ☒ Information/Discussion
- ☐ Action/Discussion

SUBJECT: Pacific Grove Unified School District Safety Update

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends that the Board receive information regarding the Incident Command Training for district and site administration and their site safety teams.

INFORMATION:

As part of a district wide safety training, site administrators and their safety teams will take part in Incident Command Training on February 26, 2019. Topics covered in this training will include:

- National Incident Management System (NIMS)/Incident Command System (ICS)
- Multi Agency Coordination
- Preparedness
- Command Board Use
- Site Threat Assessments
- Communication
- Ongoing Management and Maintenance

Administration and site safety teams will bring back information to their sites and incorporate safety protocols into their comprehensive safe school plans.

FISCAL IMPACT:

The fiscal impact for this training is \$2,500 from the safety budget.

- ☐ Consent
- ☒ Information/Discussion
- ☐ Action/Discussion

SUBJECT: District Counseling Study

DATE: January 17, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and provide direction on the proposed increase to school counselor FTE for the elementary schools and the middle school.

BACKGROUND:

During the January 25, 2018 Board meeting, it was requested that our school counselors conduct a study to specify their duties and responsibilities, collect data on the number of students served, reasons for referrals, and identify unmet needs. The district counselors have worked collaboratively to develop data collection systems and this district-wide study.

INFORMATION:

To provide for the social and emotional needs of our students it is proposed to increase counseling time by .90 FTE distributed between the two elementaries and the middle school. By increasing FTE, each elementary would have a counselor 4 days a week. The middle school would receive an additional .70 FTE an increase of 3.5 days.

FISCAL IMPACT:

\$132,720 general fund not budgeted

PGUSD District-wide Counseling Presentation

Site Study



California's Social and Emotional Learning Guiding Principles



1 Adopt Whole Child Development as the Goal of Education

Take a systems approach to promoting student academic, social, and emotional learning, physical well-being, and college, career, and civic life readiness. Name SEL as not a “nice to have,” but a “must have” to ensure student success in school, work, and community.



2 Commit to Equity

All students must have opportunities to build SEL skills and receive an assets-based educational experience that is personalized, culturally relevant and responsive, and intentionally addresses racism and implicit bias. Use practices that build on the existing strengths of students, educators, families, and communities.



3 Build Capacity

Build the capacity of both students and adults through an intentional focus on relationship-centered learning environments and by offering research-based learning experiences that cultivate core social and emotional competencies.



4 Partner with Families and Community

Maximize the resources of the entire school community, including expanded learning opportunities, early learning and care programs, and family and community partnerships, to advance SEL and student well-being.



5 Learn and Improve

Adopt continuous improvement practices and use evidence to guide decision-making while aiming to enhance the quality of student social and emotional learning opportunities. Use data to inform improvement of instructional and school practices, not for accountability purposes.

<https://www.cde.ca.gov/eo/in/socialemotionalllearning.asp>

Services provided by new Outreach Counselor at PGHS and Community High School

- Continuity for 504 students with one coordinator
 - 45 plans
- Support for ELL students
 - ELPAC testing and coordination with EL teacher
- Support of SED students
 - Additional FAFSA Support and individual contact
- AVID Counselor
- Crisis intervention
- Increased individual counseling for emotional and academic support
- Collaboration with like positions in the community
- Individual counseling, group counseling, and crisis intervention at Community High School

Resulting Impact on PGHS Counseling Department

- Enhanced guidance to ensure students follow through on opportunities
 - QuestBridge Scholarship Finalist
- Addition of Individual Senior Meetings
 - Targeted College and Career guidance
- Addition of Sophomore Checks
 - Focus on A-G requirements
- Additional evening presentations
- Expansion of PSAT to include all 10th and 11th grade students
- Collaboration of counseling staff to provide Whole Child Services to targeted students

High School Tiers of Support

3

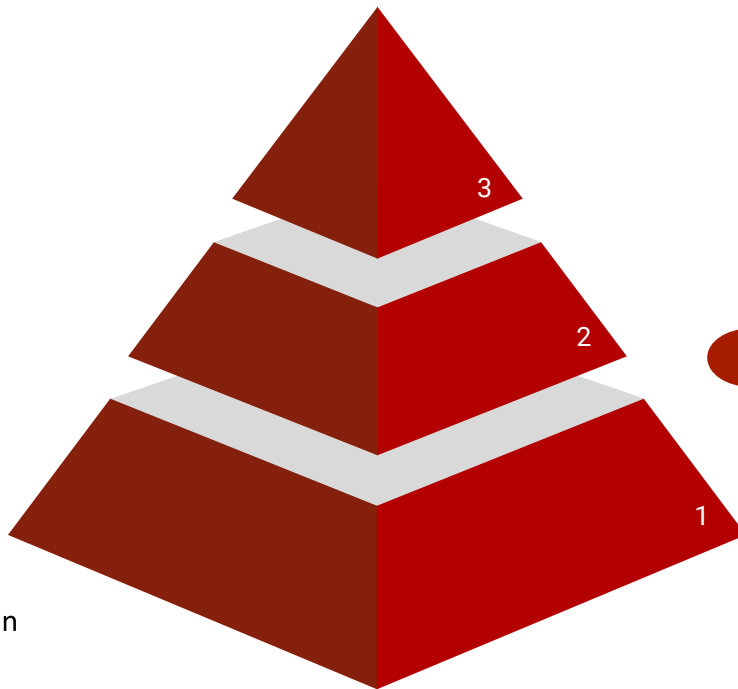
Highest Risk Students:

- Crisis Intervention
- Suicide Threat
- Risk assessment
- CPS Reporting and Follow-up
- Coordination with PGPD

4

Indirect Services:

- Master Schedule
- 8th Grade Transition to HS
- Course Bulletin
- Transcript Management
- PSAT Coordination
- AP Coordination
- Staff Support and Consultation
- Data Collection
- Community Collaboration



2

Intentional Guidance:

- SST, 504, IEP Meetings
- Parent Conferences and Outreach
- AVID
- Math Support Class
- AP Testing
- Dot Kids
- Individual Counseling

1

Whole School Interventions:

- Freshman Academic Plans
- Sophomore a-g Checks
- Junior College and Career Plans
- Senior Individual Plans
- Letters of Recommendations
- Evening Presentations (10)
- PSAT Testing
- Classroom Presentations

Future Goals for the PGHS Counseling Department

- Increased Social Emotional Teaching
- Evening events to promote emotional well-being and social issues for students and families
- Group work for targeted students
- More targeted population information nights
- New LCAP requirement to track College and Career Indicator and Graduation Rate Indicator

Middle School Counselor Responsibilities

Beginning of year

- Scheduling - including Math assessment for new students
- ELPAC Initial Assessment, ELL parent contact
- LRT (Language Review Team) meeting, coordinating, implementation, parent contact
- Read 180 and Math 180 students, parent contact
- Peer Tutoring Elective program, advisor/coordinator

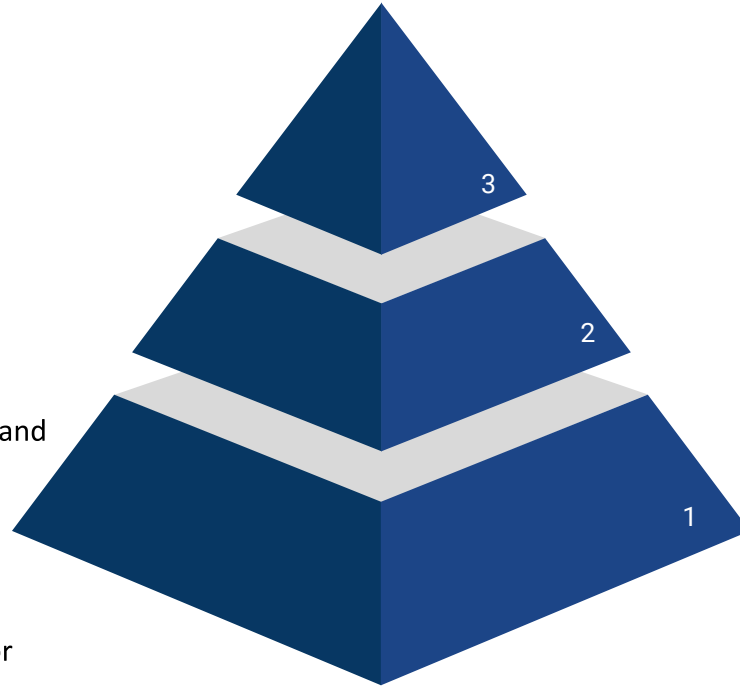
Mid-year

- 504's, SST's (coordinating/scheduling meetings, record review, note taker)
- CRT's, social and emotional counseling as needed
- Parent/student contact re: academics, social and emotional challenges via email, phone calls, meetings-SOC
- Home and Hospital coordinator
- Superkids Counseling Program Liason
- Private school recommendations
- AIC program, organizing, coordinating, parent contact
- ELPAC Annual Assessment
- LRT Spring meeting

End of year

- Coordinate with HS for 8th grade course selection and honors testing
- SBAC testing overflow and absences
- Honors night
- Community service hours
- Master Schedule plan, implementation, coordinate with the HS and elementary schools.

Middle School Tiers of Support



3

Highest Risk Students:

- Crisis Intervention
- Suicide Threat
- Risk assessment
- CPS Reporting and follow-up
- Coordination with PGPD

4

Indirect Services:

- Master Schedule planning, implementation including coordination with Elementary and HS
- Elective course selections
- Coordinate Honor's Night
- Staff Support and Consultation
- Home and Hospital Coordinator
- Coordinate Peer Tutor Elective
- SBAC testing overflow

2

Intentional Guidance:

- SST's
- 504's
- SOC (Students of Concern)
- Parent Conferences
- Conflict Resolution
- AIC Program
- ELPAC Assessment
- LRT bi-annual meeting
- Individual Counseling
- Private School Letters of Recommendation

1

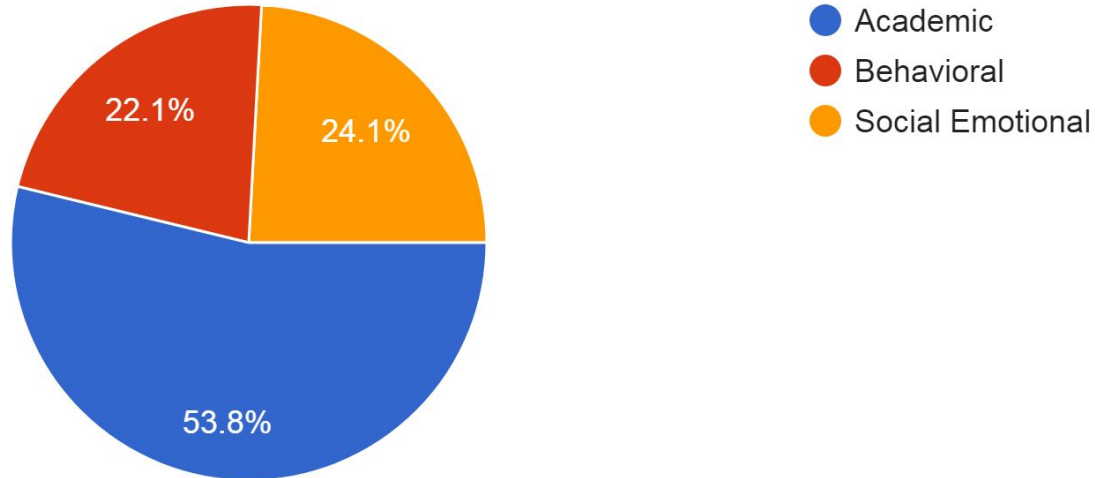
Whole School Interventions:

- Break, lunch and after school supervision
- Quarterly chats/grade level
- CA Healthy Kids Board Presentation

Middle School Counseling Services 8/8/18-11/30/18

General Area of Primary Concern

145 responses



Future Goals for the PG Middle School

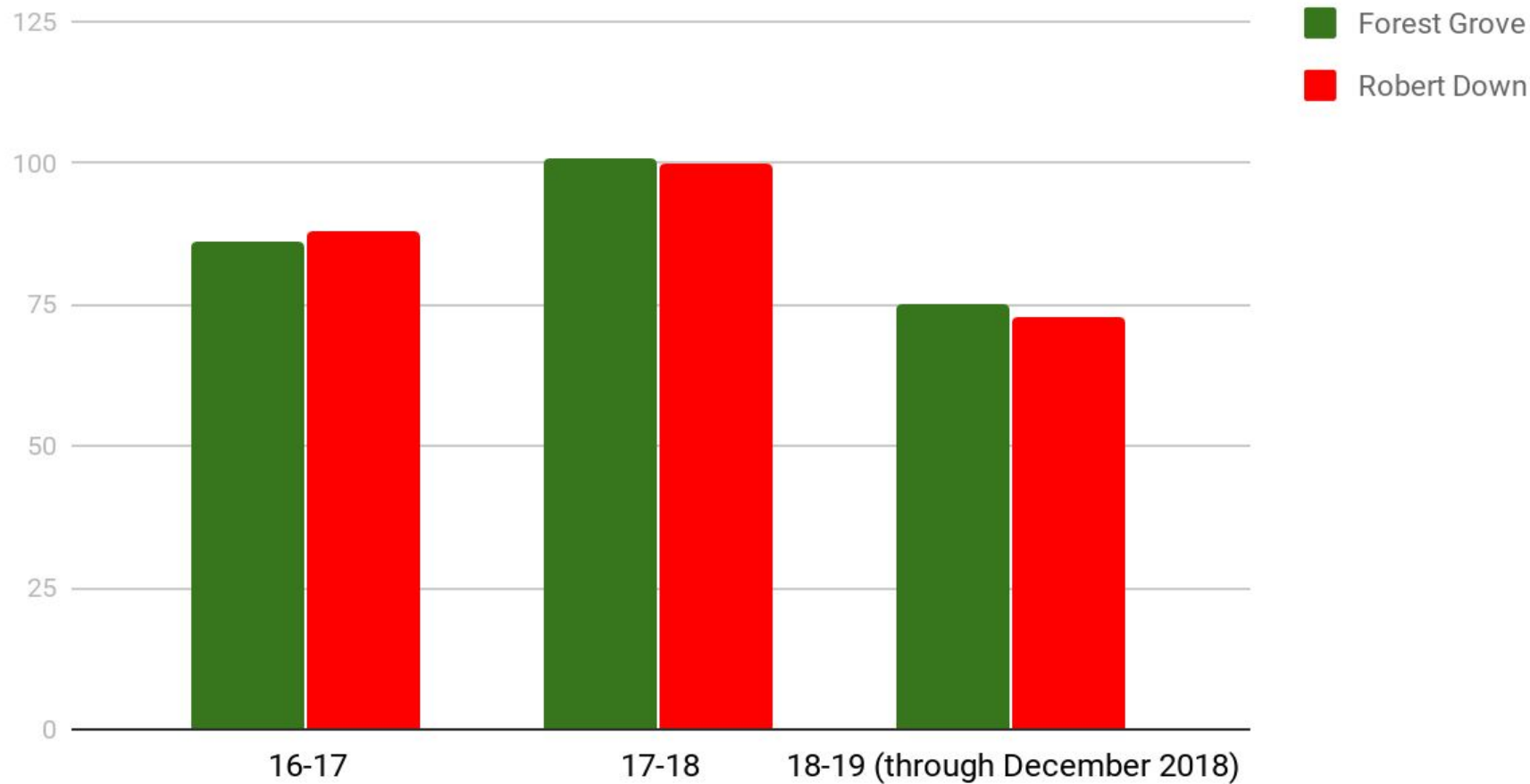
With an additional .2 MS Counselor there would be regular follow-up with:

- Students of Concern
- D and F Students
- Parent Outreach and Support for At Risk students

With an additional .5 MS Counselor there would be Whole School Programs Implementation:

- Character/Anti-Bullying Program
- Drug and Alcohol Prevention Program
- College and Career Program
- Student drop in hours during lunch
- Counseling Themed Groups

Yearly Counseling Participants



Elementary School Counselor Responsibilities

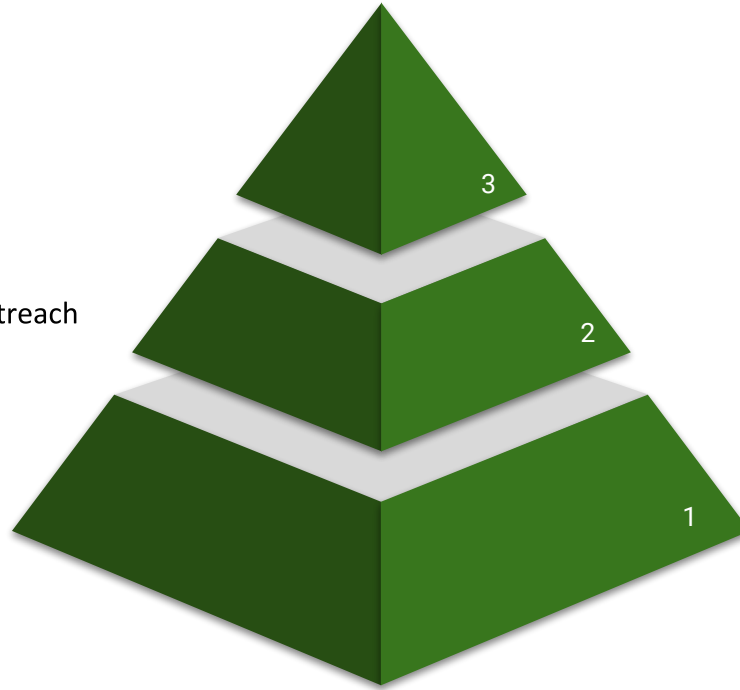
- Group counseling -
(stress management, social skills, changing families, grief, adjustment challenges)
- Individual counseling sessions
- Daily classroom interventions for students who need immediate support services
- Attend SST meetings weekly
- Attend IEP meetings weekly
- 504 Coordinator
- EPC (Empowered Parenting Connections) parent & child events, 3 times per year at each site
- Monthly Service project coordinators for student leadership program
- Crisis intervention and suicidal threat assessments
- Outreach for children and families to outside agencies

Elementary School Tiers of Support

2

Intentional Guidance:

- Social emotional groups
- SST, 504, IEP meetings
- Parent Conferences and Outreach
- Parent & Child advocacy



3

Highest Risk Students:

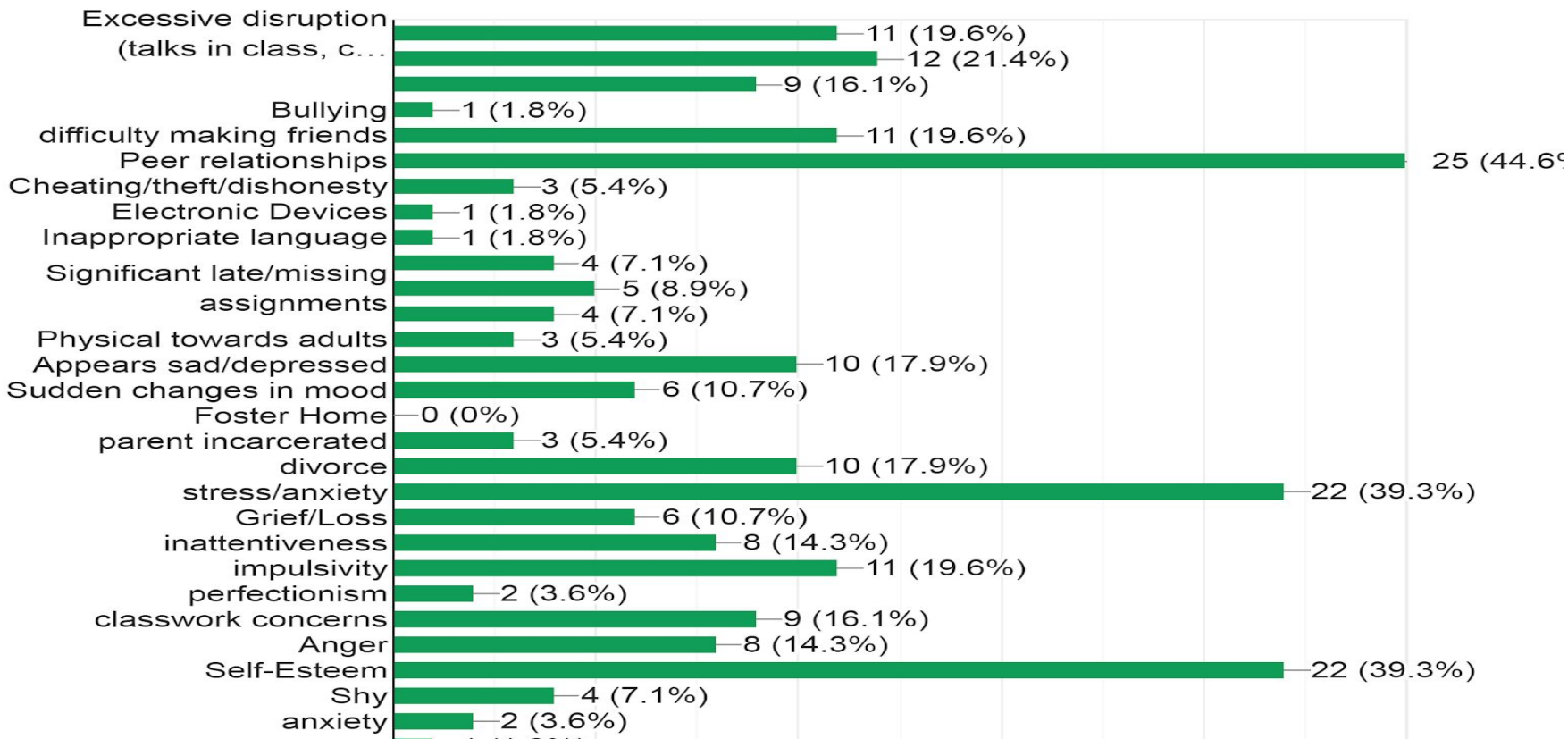
- Suicide threat
- Risk assessment
- CPS Reporting
- Law enforcement
- Refer Outside counseling, MCBH
- Individual school counseling

1

Whole School Interventions:

- Kindness Week (January)
- 5th Grade Career Lessons (May)
- Parent nights (EPC)
- FG Falcon Service Leader Projects (monthly)
- *ToolBox RD
- *Character Counts

18-19 Reason for Referral to Counseling



Future Elementary Counselor Goals

1. Whole classroom guidance

- a. Program development of SEL (Social-Emotional Learning) programs based on data driven needs (stress & anxiety, peer relations).
- b. Implementation of SEL in class guidance programs in KG - 5th grade classroom.

2. Equity at both elementary sites

- a. Increasing elementary counseling hours (.2) so that there is one Counselor at each site 4 days a week.
- b. Similar SEL programs at each site to ensure students are learning the same skills at each site.

PGUSD Counseling Goals

- Facilitate suicide prevention and mental health first aid staff trainings (per AB 2246)
- Uniform district-wide SST and 504 plans, protocols, procedures and processes
- Meet the growing demands from national and state levels
- Coordinate training for staff with Monterey County Behavioral Health for Trauma Informed Practices
-

School Counselor's FTE- Present vs Proposed

Proposal: increase .40 FTE Z. Roach, increase .50 FTE to PGMS (New Position), redirect .20 FTE to PGMS S. Frudden, Total increase .90 FTE (4.5 days) \$132,720

Elementary- Present Status				
ADA	School	Counselor	#Days per week	FTE
485	RD	Sonda Frudden	3.5	.70
475	FG	Sonda Frudden	1.5	.30
	FG	Zoe Roach	2	.40
960			7	1.4

Elementary- Proposed						
ADA	School	Counselor	#Days per week	FTE	Proposed Change to Site	Projected Cost
485	RD	Sonda Frudden	4	* .80 (.20)	.10	
475	FG	Zoe Roach	4	.80	.10	
960				1.6	.20	\$29493
* S. Frudden redirect .20 FTE to PGMS						

Middle School- Present Status				
ADA	School	Counselor	# Days per week	FTE
479	PGMS	Janie Lawrence	5	1.0

Middle School- Proposed						
ADA	School	Counselor	#Days per week	FTE	Proposed Change to Site	Projected Cost
479	PGMS	Janie Lawrence	5	1.0		
	PGMS	Sonda Frudden	1	.20	.20	
	PGMS	New Position	2.5	.50	.50	
479			8.5	1.7	.70	\$103227

High School & Community High- Present Status				
ADA	School	Counselor	#Days per week	FTE
22	CHS	Michelle Cadigan	.5	.10
619	PGHS	Michelle Cadigan	4.5	.90
	PGHS	Margaret Rice	5	1.0
	PGHS	Kristin Paris	5	1.0
641			15	3.0

High School & Community High- Proposed (No Change)						
ADA	School	Counselor	#Days per week	FTE	Proposed no change to Site	Projected Cost
22	CHS	Michelle Cadigan	.5	.10		
619	PGHS	Michelle Cadigan	4.5	.90		
	PGHS	Margaret Rice	5	1.0		
	PGHS	Kristin Paris	5	1.0		
641			15	3.0	NO CHANGE	NO CHANGE

- ☐ Consent
☒ Information/Discussion
☐ Action/Discussion

SUBJECT: Review of District Enrollment Projections for 2019-20

DATE: January 17, 2019

PERSON RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review the attached Enrollment projections for 2019-20.

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.

The recent projected intake of new students from the affordable housing in Pebble Beach has been included in the projections by grade levels and schools. The estimated new students from the housing project are 18, subject to change when actual enrollment happens in August, 2019.

INFORMATION:

Observations for 2019-20:

- 1) Forest Grove enrollment is estimated to be 451 students, which is an **increase** of 7 students. All of the projected increase is from the affordable housing in Pebble Beach. Forest Grove is estimated to have 12 new incoming students, spread out among five (K, 1, 2, 3 and 5) grade levels, in 2019-20 from the housing project. There are no recommended staffing changes at Forest Grove.
- 2) Robert Down enrollment is estimated to be 477 students, which is an **increase** of 16 students. The current 5th grade class sizes are smaller and will matriculate to 6th Grade in 2019-20, leaving a larger cohort in the new school year. There are no recommended staffing changes at Robert Down. Staff will continue to monitor any enrollment adjustments.
- 3) Middle School enrollment is expected to be 454, which is a **decrease** of 31 students. The decrease is a combination of the current year's smaller 5th grade class of 134 plus one projected new student from the Pebble Beach project, and larger 8th grade class of 167 (plus one new student) moving on to High School next year.
- 4) High School enrollment is expected to be 653 students, which is an **increase** of 33 students. High School enrollment is estimated by moving the 8th Graders from the Middle School (167 plus one new student) into 9th Grade, and graduating out the 12th Graders (138).
- 5) Community High School is expected to have enrollment of **20** students.
- 6) Overall, district enrollment is expected to be 2,055 students, which is an increase of **24** students.

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

FISCAL IMPACT:

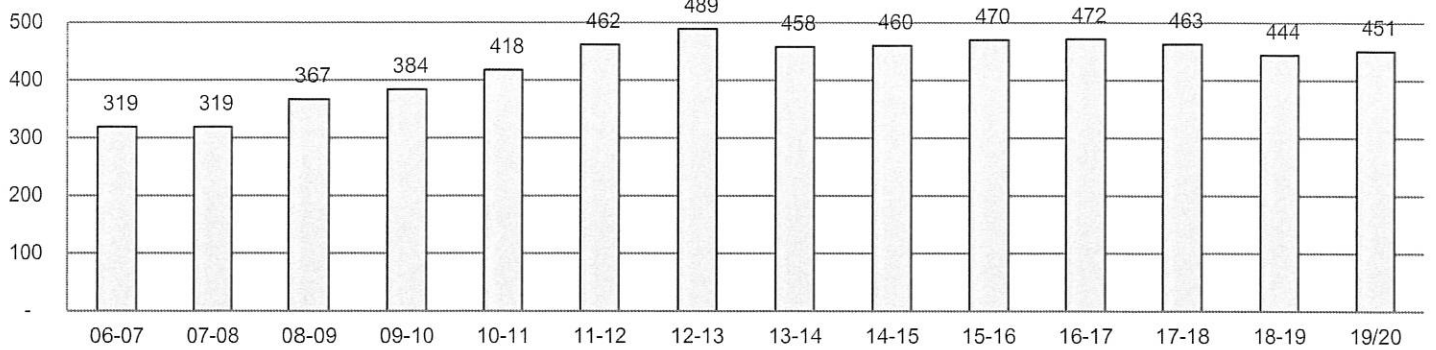
Changes in enrollment have no impact on revenues because the District receives its funding primarily from local property taxes. However, changes in enrollment does result in changes to Site Allocations, Certificated staffing, and any categorical budgets that receive funding based on enrollment.

Pacific Grove Unified School District

Enrollment - CBEDS

	2012-13 actual		2013-14 actual		2014-15 actual		2015-16 actual		2016-17 actual		2017-18 actual		2018-19 actual		2019-20 estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
Forest Grove																
TK			22		27		26		28		27		26		26	
K	74		64		78		78		85		65		65		70	
1	77	-1.3%	68	-8.1%	64	0.0%	82	5.1%	73	-6.4%	86	1.2%	58	-10.8%	66	1.5%
2	78	8.3%	71	-7.8%	69	1.5%	66	3.1%	80	-2.4%	66	-9.6%	89	3.5%	60	3.4%
3	81	5.2%	67	-14.1%	69	-2.8%	70	1.4%	72	9.1%	77	-3.8%	63	-4.5%	92	3.4%
4	86	7.5%	89	9.9%	75	11.9%	71	2.9%	68	-2.9%	76	5.6%	73	-5.2%	63	0.0%
5	93	16.3%	77	-10.5%	78	-12.4%	77	2.7%	66	-7.0%	66	-2.9%	70	-7.9%	74	1.4%
Total	489		458		460		470		472		463		444		451	
change	27	5.8%	(31)	-6.3%	2	0.4%	10	2.2%	2	0.4%	(9)	-1.9%	(19)	-4.1%	7	1.6%

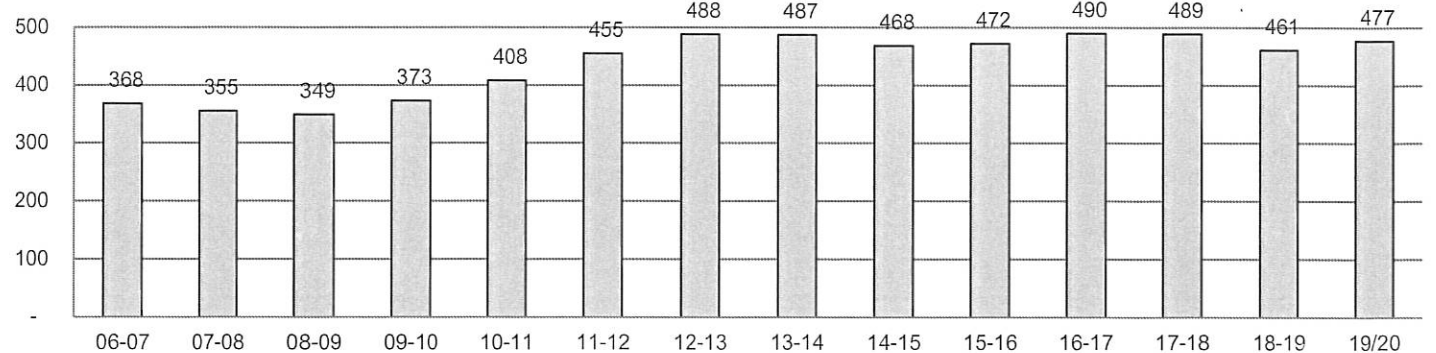
Forest Grove Enrollment



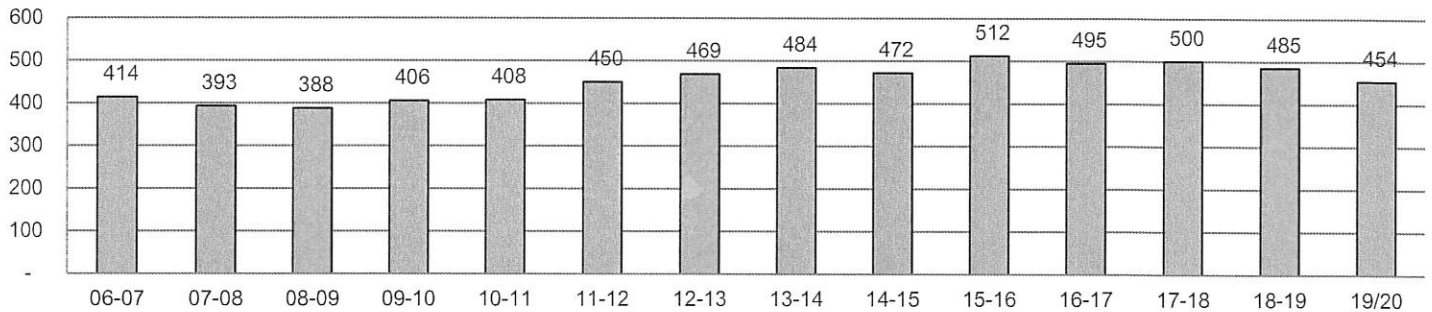
Robert Down

K	88		70		76		68		87		76		81		80	
1	86	0.0%	91	3.4%	72	2.9%	83	9.2%	78	14.7%	90	3.4%	73	-3.9%	81	0.0%
2	84	5.0%	90	4.7%	79	-13.2%	79	9.7%	78	-6.0%	81	3.8%	88	-2.2%	73	0.0%
3	81	2.5%	72	-14.3%	85	-5.6%	87	10.1%	73	-7.6%	76	-2.6%	76	-6.2%	88	0.0%
4	78	2.6%	87	7.4%	72	0.0%	86	1.2%	93	6.9%	73	0.0%	79	3.9%	76	0.0%
5	71	-1.4%	77	-1.3%	84	-3.4%	69	-4.2%	81	-5.8%	93	0.0%	64	-12.3%	79	0.0%
Total	488		487		468		472		490		489		461		477	
change	33	7.3%	(1)	-0.2%	(19)	-3.9%	4	0.9%	18	3.8%	(1)	-0.2%	(28)	-5.7%	16	3.5%

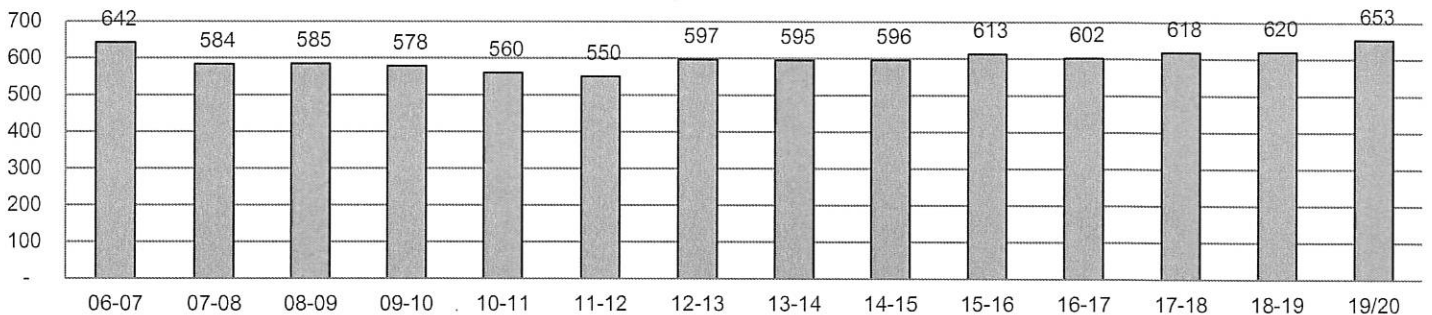
Robert Down Enrollment



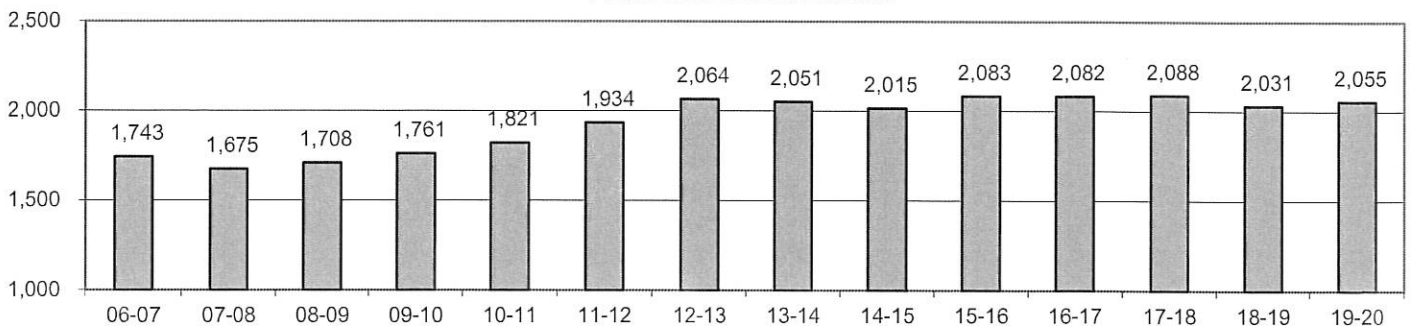
	2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
	actual		actual		actual		actual		actual		actual		actual		estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
Middle School																
6	150	9.5%	174	6.1%	153	-0.6%	188	16.0%	151	3.4%	155	5.4%	174	9.4%	135	0.7%
7	162	8.0%	162	8.0%	163	-6.3%	164	7.2%	186	-1.1%	161	6.6%	144	-7.1%	174	0.0%
8	157	6.1%	148	-8.6%	156	-3.7%	160	-1.8%	158	-3.7%	184	-1.1%	167	3.7%	145	0.7%
Total	469	4.2%	484	3.2%	472	-2.5%	512	8.5%	495	-3.3%	500	1.0%	485	-3.0%	454	-6.4%
change	19	4.2%	15	3.2%	(12)	-2.5%	40	8.5%	(17)	-3.3%	5	1.0%	(15)	-3.0%	(31)	-6.4%

Middle School Enrollment**High School**

9	173	13.8%	153	-2.5%	160	8.1%	164	5.1%	170	6.3%	169	7.0%	184	0.0%	168	0.6%
10	155	6.2%	167	-3.5%	151	-1.3%	155	-3.1%	152	-7.3%	170	0.0%	150	-11.2%	186	1.1%
11	153	1.3%	140	-9.7%	151	-9.6%	147	-2.6%	138	-11.0%	144	-5.3%	148	-12.9%	151	0.7%
12	116	-9.4%	135	-11.8%	134	-4.3%	147	-2.6%	142	-3.4%	135	-2.2%	138	-4.2%	148	0.0%
Total	597		595		596		613		602		618		620		653	
change	47	8.5%	(2)	-0.3%	1	0.2%	17	2.9%	(11)	-1.8%	16	2.7%	2	0.3%	33	5.3%

High School Enrollment

CHS	21	27	19	16	23	18	21	20
District	2,064	2,051	2,015	2,083	2,082	2,088	2,031	2,055
change	130	(13)	(36)	68	(1)	6	(57)	24
	6.7%	-0.6%	-1.8%	3.4%	0.0%	0.3%	-2.7%	1.2%

Total District Enrollment

- ☐ Consent
☒ Information/Discussion
☐ Action/Discussion

SUBJECT: Digital Learning Teacher Mid-year Update

DATE: January 17, 2019

PERSON(S) RESPONSIBLE: Andrew Bradley, Digital Learning Teacher

RECOMMENDATION:

The District Administration recommends the Board review the presentation provided by Andrew Bradley.

BACKGROUND:

The California State Board of Education recently adopted Computer Science Standards for K-12 education. In anticipation of these events, the district has decided to hire a Digital Learning Teacher to implement these new standards as well as STEM at both Robert Down, Forest Grove, and the middle school. As PGUSD has moved Illuminate, the Digital Learning Teacher is to also assist with the training and rollout of the platform throughout the district.

INFORMATION:

Andrew Bradley will update the board by presenting the various lessons with students and projects he has been working on that meets the technology standards and aligns with the Technology Plan. The topics he will be covering are:

- Newly adopted Computer Science Standards for K-12 Education
- Examples of lessons taught
 - Coding and Programming
 - Importance of coding
 - Global impact of coding
 - Hardware components of the computer
 - How the parts work together
 - How information is stored
 - Collecting/analyzing/organizing/graphing data in a spreadsheet
 - Digital collaboration to create podcasts
 - Digital portfolios using Google Sites
- Future topics for this school year
 - Robotics
 - Digital Citizenship
 - Hands on Coding
 - Image representation and algorithms
- Illuminate rollout
 - On-Track Early Warning System
 - BI tool/Jasper reports
 - Staff Trainings

- ☐ Consent
☒ Information/Discussion
☐ Action/Discussion

SUBJECT: Future Agenda Items

DATE: January 17, 2019

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 17, 2019 Regular Board Meeting:

Board Self Evaluation Review (Winter 2018)
 Affordable Housing Project Impacts to District (In progress)
 Review of Community High School (February 2019)
 Review of David Avenue Site Location (March 2019)