

**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, April 25, 2019

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

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

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. CLOSED SESSION

- A. Identify Closed Session Topics

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

- 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [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 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.

3. Continue Superintendent Evaluation

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 2019-20 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)]
3. Continue Superintendent Evaluation

B. Pledge of Allegiance

IV. PRESENTATION

Community Human Services CEO Robin McCrae would like to thank Pacific Grove Unified School District and provide a brief presentation of the services offered in honor of Community Human Services 50th anniversary.

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 April 4, 2019 Board Meeting</u> | 8 |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #14</u> | 14 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #14. | |
| C. <u>Classified Assignment Order #13</u> | 16 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #13. | |
| 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>Cash Receipts Report No. 4</u> | 22 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts. | |
| G. <u>Revolving Cash Report No. 4</u> | 25 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board. | |
| H. <u>Contract for Services with Gary Stotz for Pacific Grove Middle School</u> | 27 |
| Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services for Gary Stotz in the amount of \$250.00 for repairing music instruments at Pacific Grove Middle School. | |
| I. <u>Contract for Services with Whitson Engineers at Pacific Grove Middle School</u> | 29 |
| Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Whitson Engineers at Pacific Grove Middle School. | |

- J. Contract for Services with Stark Leak Detection 35
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Stark Leak Detection.
- K. Contract for Services with Miracle Play Systems at Pacific Grove Adult School Daycare Playground 40
Recommendation: (Matt Kelly, Director of Facilities and Transportation; Barbara Martinez, Pacific Grove Adult Education Principal) The District Administration recommends the Board review and approve the contract for services with Miracle Play Systems at Pacific Grove Adult School for a daycare sized playground.
- L. Contract for Services to Miracle Play Systems at Pacific Grove Adult School Outdoor Classroom 51
Recommendation: (Matt Kelly, Director of Facilities and Transportation; Barbara Martinez, Pacific Grove Adult Education Principal) The District Administration recommends the Board review and approve the contract for services with Miracle Play Systems at Pacific Grove Adult School for an outdoor classroom.
- M. Contract for Services with Robin Winfield for Art Lessons at Robert Down Elementary School 60
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the contract for services with Robin Winfield for art lessons at Robert H. Down Elementary School.
- N. Contract for Services with Pacific Monarch LTD for Pacific Grove Middle School 63
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Pacific Monarch LTD for transportation to S.F. State and St. Mary's College.
- O. Approval of Actuarial Study of Retiree Health Liabilities Under GASB 74/75 66
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the actuarial study of retiree health liabilities under GASB 74/75.
- P. Forest Grove Elementary School Site Handbook 98
Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal) The District Administration recommends the Board review and approve the Forest Grove Elementary School site handbook for the 2019-20 school year.
- Q. Robert Down Elementary School Site Handbook 99
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the Robert Down Elementary School site handbook for the 2019-20 school year.
- R. Pacific Grove Middle School Site Handbook 100
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the Pacific Grove Middle School site handbook for the 2019-20 school year.

- S. Pacific Grove High School Site Handbook 101
Recommendation: (Matt Bell, Pacific Grove High School Assistant Principal) The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2019-20 school year.
- T. Pacific Grove Community High School Site Handbook 102
Recommendation: (Matt Bell, Community High School Principal) The District Administration recommends the Board review and approve the Pacific Grove Community High School site handbook for the 2019-20 school year.
- U. Pacific Grove Adult Education Site Handbook 103
Recommendation: (Barbara Martinez, Pacific Grove Adult Education Principal) The District Administration recommends the Board review and approve the Pacific Grove Adult Education site handbook for the 2019-20 school year.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. Resolution No. 1027 “Teacher Appreciation Week” and “California Day of the Teacher” 104
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1027 proclaiming the week of May 6, 2019 through May 10, 2019 as Teacher Appreciation Week and specifically Wednesday, May 8, 2019 as “California Day of the Teacher” (EC 37222.10).

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

- B. Resolution No. 1028 Classified School Employee Week 106
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1028 proclaiming May 19-25, 2019 as “Classified School Employee Week.”

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ____ Swanson ____ Crandell ____ Dawson ____ Walton ____

- C. California School Board Association Delegate Assembly Run-Off Election 108
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration Recommends the Board review and consider an optional vote for the California School Board Association (CSBA) Delegate Assembly Run-Off Election.

Move: _____ Second: _____ Vote: _____

- D. Athletic Director Job Description 120
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends the Board review and approve the Athletic Director job description as presented.

Move: _____ Second: _____ Vote: _____

- E. Pacific Grove High School Master Schedule Projections for 2019-20 124
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends the Board review and provide feedback to the anticipated Pacific Grove High School Master Schedule for the 2019-20 school year.
Move: _____ Second: _____ Vote: _____
- F. Update to Board Policy and Regulation 5144 and Adoption of Exhibit 5144- Student Discipline 134
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the Board Policy, Regulation and Exhibit 5144 Student Discipline.
Move: _____ Second: _____ Vote: _____
- G. Monterey Bay Swim Club Contract 164
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve the contract with the Monterey Bay Swim Club (MBSC).
Move: _____ Second: _____ Vote: _____
- H. Food Service Update 169
Recommendation: (Song Chin-Bendib, Assistant Superintendent; Dianne Hobson, Nutrition Director) The District Administration recommends the Board review and provide direction concerning the Food Service Department and meal prices.
Move: _____ Second: _____ Vote: _____
- I. Board Calendar/Future Meetings 170
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.
Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION

- A. California Health Standards and California Healthy Youth Act of 2016 174
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends the Board review the information presented on the implementation of the Health Standards and the California Healthy Youth Act of 2016.

Board Direction: _____

B. Future Agenda Items

185

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.

Affordable Housing Project Impacts to District- Property Tax (In progress)

Special Budget Meeting (May 16, 2019)

California School Board Association Board Self Evaluation Process (May 2019)

District Field Trips Review (June 2019)

Fund 40 Capital Improvements

Counseling Study Continued

Update to Policy and Regulation 6145 Extracurricular and Co-Curricular Activities

Board Direction: _____

X. ADJOURNMENT

Next Regular meeting on Thursday, May 2, 2019 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 4, 2019 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:03 p.m.
- B. Roll Call
- | | |
|-------------------------|----------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| | Trustee Walton |
| Administration Present: | Superintendent Porras |
| | Asst. Superintendent Chin-Bendib |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Parker Llantero |

C. Adopted Agenda

Changes to the agenda include two Walk On Action/Discussion Items: Out of County or Overnight Activity; California School Board Association Delegate Assembly Run-Off Election.

The Board asked to bring the Walk On California School Board Association Delegate Assembly Run-Off Election to the next Board meeting in order to have time to review the appropriate information.

MOTION Swanson/Crandell to adopt agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [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 2019-20 [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. Begin Superintendent Evaluation

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:07 p.m.

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

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20

The Board received information.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20

The Board received information.

3. Begin Superintendent Evaluation

The Board briefly discussed this item.

B. Pledge of Allegiance Led By: Trustee Paff

IV. COMMUNICATIONS

A. Written Communication

The Board received 11 letters/communications in total regarding:
Dual language program; multiple parent letters regarding a personnel matter; multiple staff letters regarding a personnel matter; communication regarding facilities use; staff letter regarding counseling; staff letter regarding athletic/academic policy; communication from Mr. Matt Conway reflecting advocacy for increased counseling hours who asked that his name be included in the meeting minutes.

B. Board Member Comments

Trustee Walton said the Board sponsored employee luncheon at the Adult School was great and good to see the staff.

Trustee Dawson enjoyed the Pacific Grove Middle School Open House, saying it was upbeat and joyful.

Trustee Paff thanked Pacific Grove Middle School Administrators and staff for the great open house; announced the final show times for Spamalot at Pacific Grove High School.

Trustee Crandell volunteered at the Robotics Competition for two full days as a judge and said it was so fun, she would do it again, and was grateful to participate.

Trustee Swanson said the Pacific Grove Middle School Open House was great, lots of energy; enjoyed the luncheon at the Adult School; and plans to attend Spamalot at the high school the following evening.

C. Superintendent Report

Superintendent Porras said Spamalot was a great play, lots of fun and thanked everyone involved; thanked Pacific Grove Middle School for their wonderful open house; thanked the City of Pacific Grove and City Manager Ben Harvey, Police Chief Whitely, and School Resource Officer Hanks for focusing on the safety of our schools; invited the Board to the DARE graduation at Forest Grove Elementary School on April 23; noted the Pacific Grove Police Department may pilot a DARE program from elementary school through high school.

D. PGUSD Staff Comments (Non Agenda Items)

Forest Grove Elementary School Teacher Jeanie DeTomaso congratulated Robert Down Elementary School Teacher Karen Levy for taking part in a \$20,000 grant through the California Teachers Association; DeTomaso explained details of the grant and benefits to the students. DeTomaso also spoke about the annual Goldrush event at Forest Grove Elementary School.

Pacific Grove High School Teacher Sally Richmond expressed concerns regarding the course offerings for the upcoming school year and the limited sections, noting Calculus BC was not being offered; said new classes need time to grow, that all other local high schools were offering Calculus BC, that the school was doing a disservice to students by not offering the course.

Forest Grove Elementary School Principal Buck Roggeman spoke about the Goldrush Day and thanked the teachers for helping coordinate the day; invited the Board to the Open House on April 24.

Pacific Grove High School Principal Matt Bell noted there was one more night of Spamalot. Spoke about the recent jazz concert, saying the music teacher was doing a great job.

Robert Down Elementary School Principal Sean Keller thanked Teacher Karen Levy; invited the Board to the performance of Wizard of Oz as well as the Open House.

Adult School Principal Barbara Martinez, on behalf of her staff, thanked the Board for the recent staff luncheon, saying her staff felt so special; noted the Adult School would have booths at the upcoming Good Ol' Days weekend; added that she would be one of the Administrators lobbying in Sacramento with Association of California School Administrators over Spring Break.

Pacific Grove Middle School Principal Sean Roach thanked the Trustees for attending the Open House which was a wonderful night, spoke about AVID.

Pacific Grove High School Teacher Katie Selfridge thanked Teacher Karen Levy; reminded the Board about SPamalot; invited the Board to the Pacific Grove High School Improv show; thanked the Board for allowing Counselor Michelle Cadigan to be a full time counselor, noting the impact on the emotional wellbeing of the students; shared parent perspective of middle school students and expressed concerns about the wellbeing of the students and said she would love to see crisis counselors on staff.

Pacific Grove High School Teacher Nicole Bulich read a letter of support of counseling services.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Parent Kelly Schenkoske spoke about the California Healthy Youth Act, AB 29; expressed concerns regarding sexual education curriculum; expressed concerns regarding Planned Parenthood as a presenter to middle school students.

Pacific Grove High School Student Christopher Rosas, Vice President of the Pacific Grove High School Mathematics Club, expressed concerns regarding the removal of Calculus BC in the upcoming school year course schedule, noting taking courses away from students is a disservice and harms not only the students but the District as well.

Pacific Grove High School Student Natalia spoke in support of the Calculus BC course.

Parent Josey Schenkoske encouraged the Board to review the sexual education curriculum, noted the content is disturbing; requested the community review it; said this information should be taught at home by parents.

VI. CONSENT AGENDA

- A. Minutes of March 21, 2019 Board Meeting
- B. Certificated Assignment Order #13
- C. Classified Assignment Order #12
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedule No. 606
- G. Contract for Services with Uretsky Security
- H. Contract for Services with UC Regents - Shakespeare

MOTION Crandell/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

VII. ACTION/DISCUSSION

- A. Walk On Out of County or Overnight Activities

MOTION Dawson/Crandell to approve the Walk On Out of County or Overnight Activities.

Public comment: none

Motion CARRIED 5 – 0

- A1. Pacific Grove High School - California Assessment of Student Performance and Progress Testing Week

Pacific Grove High School Assistant Principal Shane Steinback presented information to the Board.

Trustee Crandell thanked Pacific Grove High School Administrators for the time spent trying to make the schedules work for everyone.

MOTION Crandell/Dawson to approve the Pacific Grove High School - California Assessment of Student Performance and Progress Testing Week.

Public comment: none

Motion CARRIED 5 – 0

B. Counseling Study

Director of Student Services Clare Davies presented information to the Board. Davies noted the counseling program goal was to increase overall FTE and the numbers of days students are being served.

The Board discussed this item including scheduling options; budget information and budget concerns; need for counseling services and the importance of supporting the critical needs of students.

Superintendent Porras noted the numbers in the presentation were incorrect.

Public comment:

Former Trustee Beth Shammass asked the Board to consider their priorities for the District, asked if the Board all had the same expectations; suggested a parent survey to provide feedback on the counseling services and needs.

Pacific Grove High School Teacher Jenn Erickson is indebted to Student Services noting her own children have benefited from these students; spoke about the dual enrollment funds saying CTE funds are temporary, and that CTE and VAPA are critical to at risk students.

Robert Down Elementary School Teacher Julie Kelly said students need an anchor; counseling services are instrumental; that students come in in crisis and the District has to serve them; it's not a want, it's a need; asked the Board to assess the budget.

Robert Down Elementary School Teacher Erica Chavez mirrored Kelly's statement.

The Board directed Administration to bring back this item to show how to fund additional counseling services.

C. Board Calendar/Future Meetings

MOTION Dawson/Swanson to approve the Board meeting calendar.

Public comment: none

Motion CARRIED 5 – 0

VIII. INFORMATION/DISCUSSION

A. Review of Special Education Contracts

Director of Student Services Clare Davies presented information to the Board. The Board discussed this item and asked questions.

Public comment: none

B. David Avenue Site Overview

Assistant Superintendent Song Chin-Bendib and Director of Facilities and Transportation Matt Kelly presented information to the Board including an overall review of the buildings and programs being used at the David Avenue Site. The information included short term and long term capital improvements.

The Board discussed this item and asked questions.

Superintendent Porras said the District might be limited in how the land at David Avenue can be used as it was granted to the District.

The Board directed Administration to bring back this item including any restrictions the District has for how to use the site.

C. 2018-19 and 2019-20 Budget Discussion

Assistant Superintendent Song Chin-Bendib presented information to the Board.

Public comment:

Teacher Margaret Rice asked for clarification regarding the healthcare costs.

Superintendent Porras thanked Assistant Superintendent Chin-Bendib, noting the difficult issues the District faces and thanked her for all her work.

D. Future Agenda Items

Affordable Housing Project Impacts to District- Property Tax (In progress)
Food Service program and presentation (May 2, 2019)
California School Board Association Board Self Evaluation Process (May 2019)
District Field Trips Review (June 2019)
Fund 40 Capital Improvements

The Board requested Administration bring in policy revision recommendations for the athletic/academic guidelines.

The Board requested the California School Board Association Delegate Assembly Run-Off Election be brought to the next meeting.

The Board requested information regarding the math program at Pacific Grove High School. Administration would include the information in the Master Schedule Board item scheduled for the April 25 Board meeting.

Public comment: none

IX. ADJOURNED

9:48 p.m.

Approved and submitted:

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Certificated Assignment Order #14

DATE: April 25, 2019

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

Page 1 of 2

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #14.

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. 14
April 25, 2019**

Page 2 of 2

TEMPORARY/SHORT TERM ADDITIONAL ASSIGNMENT:**2019-20 PGHS Math Curriculum planning, 1 day paid per time sheet at the credentialed sub rate and funded through site discretionary funds:**

Travis Selfridge, Sunny Lee, Isaac Rubin, Sally Richmond, Joey D'Amico

2019-20 PGHS Science Curriculum planning, 3 days paid per time sheet at the credentialed sub rate and funded through site discretionary funds:

Amanda Mello, Adrienne D'Amico, Maddie Eberle

2019 SUMMER SCHOOL, Effective June 3, 2019 through June 28, 2019, employees paid per time sheet at the PGTA hourly instructional rate, and subject to sufficient enrollment

EMPLOYEE	ASSIGNMENT	HOURS
Erin Homami	Preschool – Special Education	4.5 hrs.day
Mary Quindimil	K-5 Special Education Resource	4.5 hrs./day
Patty Bloomer	K-5 Special Education Mod/Severe	4.5 hrs./day
Ricky Cabalza	Special Education Transition Program	4.5 hrs./day
Erica Chavez	Grades K/1	3.25 hrs./day
Page Gilmore/Rachel McNickle (shared)	Grades 2/3	3.25 hrs./day
Shannon McCarty	Grades 4/5	3.25 hrs./day
Maryn Sanchez	Grades 6-8 Credit Recovery	3.25 hrs./day
Brad Woodyard	Grades 9-12 Credit Recovery	3.25 hrs./day

LEAVE OF ABSENCE:

Jessica Grogan, PGHS English Teacher requests maternity leave effective May 6, 2019 through May 31, 2019

STIPENDS:

Greg Enterline, PGHS Girls Water Polo Coach, Annual Stipend \$2,891

RESIGNATION:

Catherine Broz, PGAS Parent Education/Preschool Program, resigns effective May 31, 2019

SUBSTITUTE:

Marshall Goldman

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

SUBJECT: Classified Assignment Order #13

DATE: April 25, 2019

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

Page 1 of 3

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #13

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. 13
April 25, 2019**

Page 2 of 2

SHORT-TERM, TEMPORARY ADDITIONAL ASSIGNMENT:

2019 SUMMER SCHOOL, Effective June 3, 2019 through June 28, 2019, employees paid per time sheet and work is subject to sufficient enrollment

<u>EMPLOYEE</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>RATE OF PAY</u>
Silvia Mah	Instructional Assistant, grades K/1	20 days/3.25 hrs./day	30/G3
Adrienne Taylor	Instructional Assistant, grades 2/3	20 days/3.25 hrs./day	30/H4
Norma Barakat	Instructional Assistant, grades 4/5	20 days/3.25 hrs./day	30/F2
Megan Munson	Instructional Assistant, grades 7-12 Credit Recovery	20 days/3.25 hrs./day	30/F
Amy Riedel	Secretary	22 days/4.25 hrs./day	39/F1

RESIGNATION:

Itana Avdalovic, PGHS Instructional Assistant (Special Education) 6 hrs./day/180 day work calendar, resigns effective May 31, 2019

Janet Bingham, RDE Food Service II, 1.25 hrs./day/180 day work calendar, resigns effective April 5, 2019

Elizabeth Cambra, FGE Instructional Assistant (Special Education) 5 hrs./day/180 day work calendar, resigns effective May 31, 2019

Lena Moore, FGE Instructional Assistant (Special Education) 3 hrs. 45 mins/3 days per week/180 day work calendar resigns effective May 31, 2019

Kristen Rianda, PGAS Instructional Assistant (Parent Ed/Preschool Program), 3 hrs./day/180 day work calendar resigns effective May 31, 2019

RETIREMENT:

Melanie O'Neill, PGMS Instructional Assistant (Special Education) 6 hrs./day/180 day work calendar, retires effective May 31, 2019 after 19 years of successful employment with the Pacific Grove Unified School District

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Acceptance of Donations

DATE: April 25, 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 \$469 (March grant)

Robert H. Down Elementary School

PG Pride \$446 (March grant)

Pacific Grove Middle School

Mr. & Mrs. Hugh Hoy \$3,200 (musical instrument)

Pacific Grove High School

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

Janine O'Brien \$118 (Food Service)

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

SUBJECT: Out of County or Overnight Activities

DATE: April 25, 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>
May 7 Roaring Camp Santa Cruz, CA	RD 4 th Grade Class History curriculum field trip	Auto	\$0	n/a

**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 05/07/2019 Day of Activity Tuesday

Location of Activity Roaring Camp City Santa Cruz County Santa Cruz

School Robert Down Elementary Class or Club 4th Grade Grade Level/s 4th Grade

School Departure Time 6:30 AM

Pickup Time from Place of Activity 5:00 PM

Name of Employee Accompanying Students S. Ibrahim, J. Dacuyan, K. Levy

Number of Adults 27 Number of Students 86

Description of Activity/Educational Objective
Learn about early California by participating in period correct activities.

List All Stops Roaring Camp

Means of Transportation: Auto*

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

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

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

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

Account Code: N/A

Requested by: Steven Ibrahim / Steven Ibrahim Date 03/28/2019
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean B Keller Date 03/28/2019

Transportation Department/District Office Use

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

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: _____ Date _____

Date of Board Approval 4/25/2019

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

SUBJECT: Cash Receipts Report No. 4

DATE: April 25, 2019

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of February 6, 2019 through April 2, 2019.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 4

February 6, 2019- April 2, 2019

Date	Num	Name	Account	Amount
Feb 6 - Apr 2, '19				
2/6/2019	19554	BASRP-RD	BASRP	11,902.50
2/6/2019	19555	BASRP-FG	BASRP	11,707.50
2/8/2019	19556	RETIREE INSURANCE	RETIREE INSURANCE	1,523.00
2/8/2019	19557	Robert Down Elementary	DONATION	20.00
2/8/2019	19558	PGMS	SCIENCE CAMP	385.00
2/8/2019	19559	Robert Down Elementary	DONATION	20.00
2/8/2019	19560	RD PTA	DONATION	300.00
2/8/2019	19561	Lost Key Fee	MAINT/GROUNDS	35.00
2/8/2019	19562	Fran Castorina	INS PAYMENT	343.67
2/8/2019	19563	MERMA	Safety Grant	4,601.00
2/8/2019	19564	Chang, Warren	INVESTIGATIONS	50.00
2/8/2019	19565	MBCS/Monterey Bay Charter School	UTILITIES	3,598.08
2/8/2019	19566	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,230.83
2/8/2019	19567	ADULT EDUCATION	ADULT EDUCATION	10,144.00
2/8/2019	19568	ADULT EDUCATION	ADULT EDUCATION	1,520.00
2/8/2019	19569	ADULT EDUCATION	ADULT EDUCATION	715.00
2/8/2019	19570	ADULT EDUCATION	ADULT EDUCATION	760.00
2/8/2019	19571	ADULT EDUCATION	ADULT EDUCATION	39,250.52
2/8/2019	19572	BASRP-FG	BASRP	1,203.00
2/8/2019	19573	BASRP-RD	BASRP	2,387.00
2/8/2019	19574	BASRP-FG	BASRP	446.00
2/8/2019	19575	BASRP-RD	BASRP	1,005.00
2/8/2019	19576	BASRP-FG	BASRP	555.00
2/8/2019	19577	BASRP-RD	BASRP	907.50
2/15/2019	19578	ADULT EDUCATION	ADULT EDUCATION	4,857.40
2/15/2019	19579	ADULT EDUCATION	ADULT EDUCATION	1,155.48
2/27/2019	19580	BASRP-FG	BASRP	10,297.00
2/27/2019	19581	BASRP-RD	BASRP	10,193.00
2/27/2019	19582	BASRP-FG	BASRP	1,002.00
2/27/2019	19583	BASRP-RD	BASRP	1,257.50
2/27/2019	19584	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,896.11
2/27/2019	19585	MBCS/Monterey Bay Charter School	UTILITIES	2,022.34
2/27/2019	19586	Ecology Action of Santa Cruz	REBATE	4,156.79
2/27/2019	19587	STATE OF CALIFORNIA	SP ED	4,722.72
2/27/2019	19588	STATE OF CALIFORNIA	SP ED	640.95
2/27/2019	19589	Robert Down Elementary	DONATION	75.00
2/27/2019	19590	STATE OF CALIFORNIA	SP ED	725.26
2/27/2019	19591	PG PRIDE	GRANT	655.00
2/27/2019	19592	Robert Down Elementary	DONATION	54.00
2/27/2019	19593	PG PRIDE	GRANT	1,688.00
2/27/2019	19594	Robert Down Elementary	DONATION	46.00
2/27/2019	19595	TEXTBOOKS	TEXT BOOK FEES	89.00
2/27/2019	19596	Robert Down Elementary	DONATION	20.00
2/27/2019	19597	PG PRIDE	GRANT	900.00
2/27/2019	19598	Robert Down Elementary	DONATION	20.00
2/27/2019	19599	PGMS	FIELD TRIP	130.00
2/27/2019	19600	PGMS	FIELD TRIP	1,270.00
2/27/2019	19601	RETIREE INSURANCE	RETIREE INSURANCE	10,244.58
2/27/2019	19602	ADULT EDUCATION	ADULT EDUCATION	4,420.00
2/27/2019	19603	ADULT EDUCATION	ADULT EDUCATION	425.00
2/27/2019	19604	ADULT EDUCATION	ADULT EDUCATION	47,897.58
3/8/2019	19605	Discount School Supplies	REFUND	80.25
3/8/2019	19606	Discount School Supplies	REFUND	201.75
3/8/2019	19607	Facilitron	FACILITIES	6,930.97
3/8/2019	19608	Intercare Holding Insurance	WORKERSCOMP	701.48
3/8/2019	19609	Intercare Holding Insurance	WORKERSCOMP	147.68
3/8/2019	19610	BUS PASS	BUS PASS	20.00
3/8/2019	19611	PGMS MUSIC BOOSTERS	TRANSPORTATION	3,500.00
3/8/2019	19612	Fran Castorina	INS PAYMENT	343.67
3/8/2019	19613	STATE OF CALIFORNIA	PRESCHOOL	5,840.00
3/8/2019	19614	STATE OF CALIFORNIA	CAFETERIA	1,175.47
3/8/2019	19615	STATE OF CALIFORNIA	CAFETERIA	17,011.15
3/8/2019	19616	Intercare Holding Insurance	WORKERSCOMP	424.23
3/8/2019	19617	Intercare Holding Insurance	WORKERSCOMP	181.81
3/8/2019	19618	ADULT EDUCATION	ADULT EDUCATION	1,780.00
3/8/2019	19619	RETIREE INSURANCE	RETIREE INSURANCE	4,904.40
3/14/2019	19620	ADULT EDUCATION	ADULT EDUCATION	5,299.24
3/15/2019	19621	BASRP-RD	BASRP	1,412.00
3/15/2019	19622	BASRP-FG	BASRP	550.00
3/15/2019	19623	Chang, Warren	INVESTIGATIONS	50.00

PGUSD

Regular Meeting of April 25, 2019

23

Date	Num	Name	Account	Amount
3/15/2019	19624	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,230.83
3/15/2019	19625	ROP	Class Fees	150.00
3/15/2019	19626	ROP	Class Fees	100.00
3/15/2019	19627	Maria Rivera	INS PAYMENT	200.00
3/15/2019	19628	BUS PASS	BUS PASS	40.00
3/15/2019	19629	PGMS ASB	PAYROLL	1,046.72
3/15/2019	19630	PGMS ASB	PAYROLL	300.00
3/15/2019	19631	PGHS	DONATION	1,550.00
3/15/2019	19632	RD PTA	REIMBURSEMENT	1,390.00
3/15/2019	19633	ADULT EDUCATION	ADULT EDUCATION	2,680.00
3/15/2019	19634	RETIREE INSURANCE	RETIREE INSURANCE	2,720.58
3/28/2019	19635	BASRP-RD	BASRP	11,851.00
3/28/2019	19636	BASRP-FG	BASRP	10,676.00
4/1/2019	19637	RETIREE INSURANCE	RETIREE INSURANCE	4,434.00
4/1/2019	19638	STATE OF CALIFORNIA	SP ED	2,985.81
4/1/2019	19639	Chang, Warren	INVESTIGATIONS	50.00
4/1/2019	19640	STATE OF CALIFORNIA	CAFETERIA	963.07
4/1/2019	19641	STATE OF CALIFORNIA	CAFETERIA	1,009.25
4/1/2019	19642	PGMS	Music Program	3,200.00
4/1/2019	19643	Facilitron	FACILITIES	4,017.05
4/1/2019	19644	PGMS	DONATION	20.00
4/1/2019	19645	PGMS	FIELD TRIP	1,020.00
4/1/2019	19646	PGMS	FIELD TRIP	65.00
4/1/2019	19647	PGMS ASB	PAYROLL	1,500.00
4/1/2019	19648	ADULT EDUCATION	ADULT EDUCATION	114.00
4/1/2019	19649	BUS PASS	BUS PASS	30.00
4/1/2019	19650	Intercare Holding Insurance	WORKERSCOMP	848.46
4/1/2019	19651	ROP	Class Fees	200.00
4/1/2019	19652	Carmel Unified School Dist	SP ED	150,859.39
4/1/2019	19653	STATE OF CALIFORNIA	SP ED	402.69
4/1/2019	19654	MOMA	TRANSPORTATION	127.50
4/1/2019	19655	Robert Down Elementary	DONATION	40.00
4/1/2019	19656	PG PRIDE	GRANT	915.00
4/1/2019	19657	PGMS	FIELD TRIP	1,360.00
4/1/2019	19658	ADULT EDUCATION	ADULT EDUCATION	3,154.50
4/1/2019	19659	ADULT EDUCATION	ADULT EDUCATION	4,348.00
4/1/2019	19660	ADULT EDUCATION	ADULT EDUCATION	28,187.17
4/2/2019	19661	BASRP-RD	BASRP	1,107.00
4/2/2019	19662	BASRP-FG	BASRP	822.00
Feb 6 - Apr 2, '19				<u>553,739.43</u>

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

SUBJECT: Revolving Cash Report No. 4

DATE: April 25, 2019

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from February 6, 2019 through April 2, 2019.

INFORMATION:

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

REVOLVING CASH
BOARD REPORT # 4
February 6, 2019 - April 2, 2019

Date	Num	Name	Account	Amount
Feb 6 - Apr 2, '19				
2/12/2019	5382	Commission on Teacher ...	SP ED	-102.50
2/12/2019	5383	Commission on Teacher ...	SP ED	-102.50
2/28/2019		ANALYSIS CHARGE	none	-179.67
3/1/2019		ANALYSIS CHARGE	none	-328.78
4/1/2019	5384	Dani Park	ADULT EDUCATION	-45.00
4/1/2019	5385	Elena Dean	CAFETERIA	-84.75
4/1/2019	5386	Joe Aki Ouye	ADULT EDUCATION	-80.00
4/1/2019	5387	Lauren Fleming	ADULT EDUCATION	-85.00
4/1/2019	5388	Peter Hashim	ADULT EDUCATION	-85.00
4/1/2019	5389	Jim Messelbeck	ADULT EDUCATION	-85.00
4/1/2019	5390	Sidney Brown	CAFETERIA	-26.20
4/1/2019	5391	Amorina Bush	ADULT EDUCATION	-120.00
4/1/2019	5392	Machi Kayawaki-White	ADULT EDUCATION	-40.00
4/1/2019	5393	Lauren Beller	ADULT EDUCATION	-120.00
Feb 6 - Apr 2, '19				<u>-1,484.40</u>

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

SUBJECT: Contract for Services with Gary Stotz for Pacific Grove Middle School

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services for Gary Stotz in the amount of \$250.00 for repairing music instruments at Pacific Grove Middle School.

BACKGROUND:

Gary Stotz has been repairing PGMS music instruments for over 10 years.

FISCAL IMPACT:

The contract for the Pacific Grove Middle School is not to exceed \$250.00 and is paid for by the Pacific Grove Middle School site budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Consent Agenda Item H

435 Hillcrest Avenue
Pacific Grove, CA 93950

CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and Gary M. Stotz for services rendered as specified below.

1. **Scope of Service:**

To provide: Repairs for musical instruments

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

Repair instruments for the music department.

3. **Length of the Contract:**

Service is to be provided on the following date(s):
2018-19 school year.

4. **Financial Consideration:**

Consultant to be paid at the rate of:

Not to exceed \$250.00 per school year. (\$ per hr/day/other)

for (hours/days/other)

School Funding Source: Site

Account Code: 01-0000-0-1155-1000-5600-00-005-1432-0720

Consultant: Gary M. Stotz

Address: 1233 Funston Ave., Pacific Grove, Ca, 93950.

Signed  Date 3/22/19

☐ District Employee

☒ Independent Consultant


Signed  Date 3-18-19

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 3/25/19

Director of Human Resources

Signed  Date 3/28/19

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.

Revised 02/15

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

SUBJECT: Contract for Services with Whitson Engineers at Pacific Grove Middle School

DATE: April 25, 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 Whitson Engineers at Pacific Grove Middle School.

INFORMATION:

This contract is for consulting services on an “as needed” basis for the water intrusion at Pacific Grove Middle School.

FISCAL IMPACT:

Fund 01 – 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:

Whitson Engineers	License #		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
6 Harris Court	Monterey	CA	93940
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 April 26, 2019 and shall be completed on or before June 30, 2020.
- 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:

Consulting services for the water intrusion at Pacific Grove 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:

\$5,000.00 (One thousand four hundred and thirty two dollars and thirty-eight cents). Not to Exceed.

Source of Funds: Fund 01

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

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

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

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
(Board Approved March 21, 2019)

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

Assistant Superintendent

Date

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



March 7, 2019

Matt Kelly
Director of Facilities & Transportation
Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, California 93950
Via email: matt.kelly@pgusd.org

Re: **Pacific Grove Unified School District**
Proposal for On-call Civil Engineering and Surveying Services

Mr. Kelly

Thank you for the opportunity to provide you a Proposal for on-call engineering and surveying support. Given our location and direct experience with PGUSD, we are prepared to provide assistance for the District on an as needed basis.

We have included our standard fee schedule and can work on an as-needed basis upon a defined scope of work and budget that the District authorized via a purchase order or other mechanism. This structure will allow us to be responsive to requests as they arise, in a timely fashion. Work will be billed per the enclosed Hourly Rate Schedule. We suggest an initial not-to-exceed budget of \$5,000.

We look forward to working with you on this project and are ready to get started as soon as you would like. If you have any questions regarding our proposal, or if you need any additional information, please don't hesitate to contact us at (831) 649-5225.

Sincerely,
Whitson Engineers

A handwritten signature in blue ink, appearing to read 'R. Weber', with a stylized flourish at the end.

Richard Weber PE | Principal
RCE 55219



HOURLY RATE SCHEDULE

<u>Category</u>	<u>Hourly Rate</u>
Principal Engineer	\$ 230.00
Senior Civil Engineer	\$ 190.00
Senior Land Surveyor	\$ 190.00
Civil Engineer	\$ 170.00
Land Surveyor	\$ 170.00
Senior Associate Engineer / Surveyor	\$ 155.00
Associate Engineer / Surveyor	\$ 145.00
Assistant Engineer / Surveyor	\$ 125.00
Senior Engineering / Survey Technician	\$ 120.00
Engineering / Survey Technician	\$ 115.00
Administrative Support	\$ 75.00
Engineering Aide	\$ 65.00
Expert Witness / Court Hearing	\$ 325.00

Field Surveying*

One Person Survey Crew (Prevailing Wage)	\$ 210.00
Two Person Survey Crew (Prevailing Wage)	\$ 350.00

Reimbursables

Professional Services by Others	Cost Plus 10%
In-House Large Format Plotting / Copies (Black & White)	\$0.54 / S.F.
In-House Plots, Prints, Copies (Color/Special Media)	Rates vary, available upon request
In-House Prints / Copies (Black & White)	\$0.10/sheet for 8.5x11, \$0.54/sheet for 11x17
Materials, Postage, Reproduction, Telephone	Cost Plus 10%
Mileage	Per Current Federal Rate

*Survey Crew rates are Prevailing Wage
Rates effective January 1, 2019

#39

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

SUBJECT: Contract for Services with Stark Leak Detection

DATE: April 25, 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 Stark Leak Detection.

INFORMATION:

This contract is for services for the remainder of the 2018-2019 school year. Stark Leak Detection is used to detect leaks under asphalt and concrete with specialized equipment.

FISCAL IMPACT:

Fund 01 – 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:

Stark Leak Detection**License # 201130010214**

CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
429 San Juan Avenue	Santa Cruz	CA	95062
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 April 26, 2019 and shall be completed on or before June 30, 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:

Provide leak detection services for the 2018-2019 School Year on an “as needed” basis.

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:

\$5,000.00 (One thousand four hundred and thirty two dollars and thirty-eight cents). Not to Exceed.

Source of Funds: Fund 01

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

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

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

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
(Board Approved March 21, 2019)

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

Assistant Superintendent

Date

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

Matt Kelly

From: William Stark
Sent: Tuesday, April 16, 2019 4:58 PM
To: Matt.kelly@pgusd.org
Subject: Stark Leak

Hello Matt,
Per your request, here are my rates;
I have a 1 hour minimum charge \$300.
After the first hour labor rate is \$150.
I charge 1 hour travel time at \$150.
Also charge for Helium if used.
Thanks.

William Stark
Stark Leak Detection
831-334-5944

Sent from my iPhone

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

SUBJECT: Contract for Services with Miracle Play Systems at Pacific Grove Adult School Daycare Playground

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities & Transportation;
Barbara Martinez, Pacific Grove Adult School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Miracle Play Systems at Pacific Grove Adult School for a daycare sized playground.

BACKGROUND:

After the construction and startup of the daycare facility at Pacific Grove Adult School staff identified the need for a daycare sized playground.

INFORMATION:

This contract for services is to provide labor and materials to complete the daycare playground by installing a concrete path, ground cover, storm drainage, and toddler hill. Miracle Play systems pricing has been competitively bid through Sourcewell, formerly NJPA.

FISCAL IMPACT:

Fund 11 – \$164,503.35

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:

Miracle Playsystems	License		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
PO Box 263	Alamo	CA	94507
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 April 26, 2019 and shall be completed on or before December 31, 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:

Provide all materials, equipment, and labor for a daycare playground expansion at Pacific Grove Adult School per attached proposal.

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:

\$164,503.35 (One hundred sixty four thousand five hundred three dollars and thirty five cents)

Source of Funds: Fund 11

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

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

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

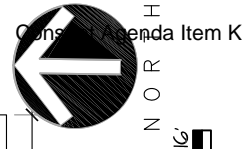
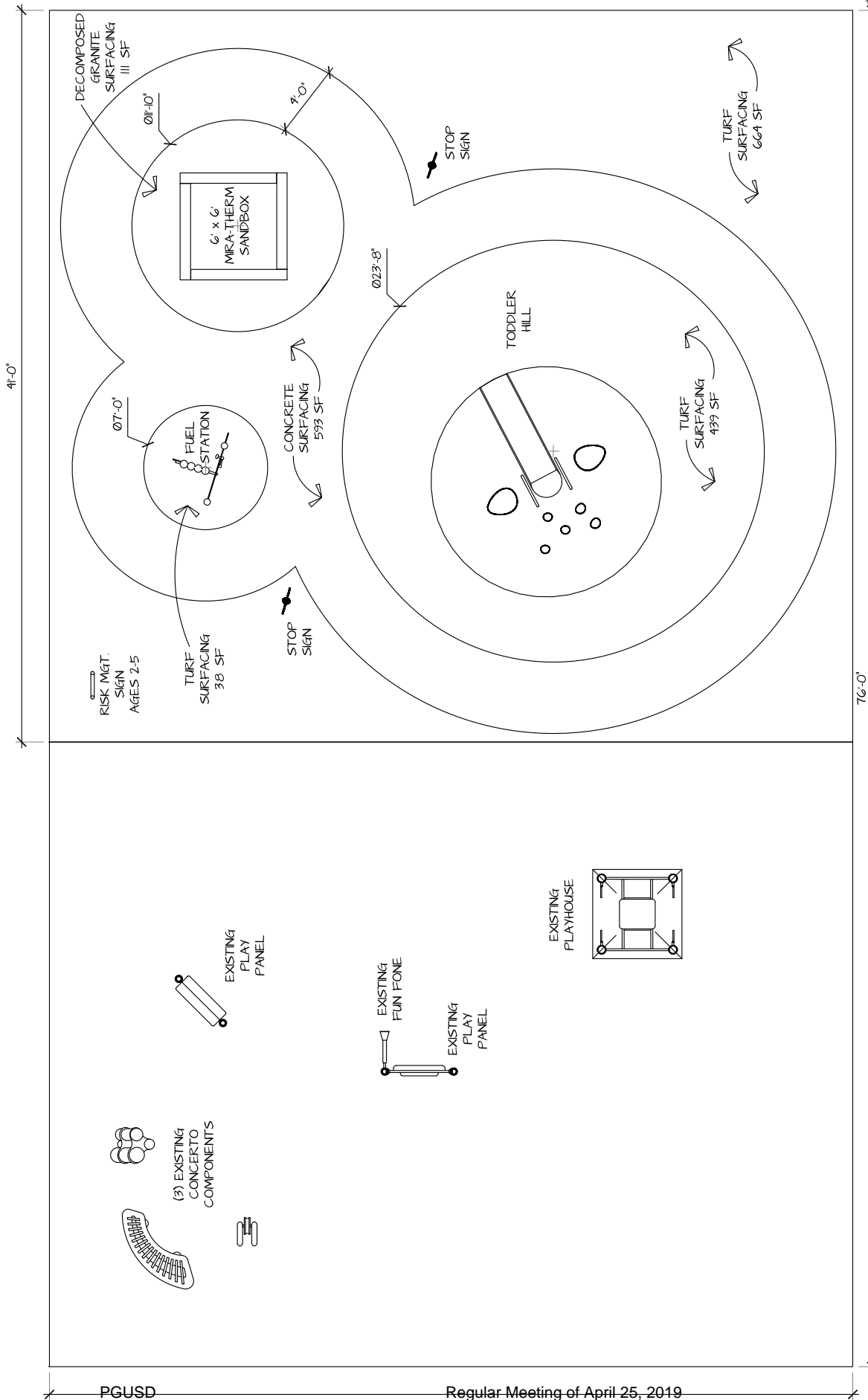
Assistant Superintendent Date
(Board Approved March 21, 2019)

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

Assistant Superintendent

Date

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



PLAY AREA - AGE APPROPRIATE 2 - 5 YEARS		CAPACITY: 29 - 34 CHILDREN	
ELEVATED PLAY ACTIVITIES (TOTAL)	0	REQD:	0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	0	REQD:	0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	6	REQD:	6
GROUND LEVEL ACTIVITY TYPE:	9	REQD:	9
GROUND LEVEL ACTIVITY QUANTITY:			

NOTES:

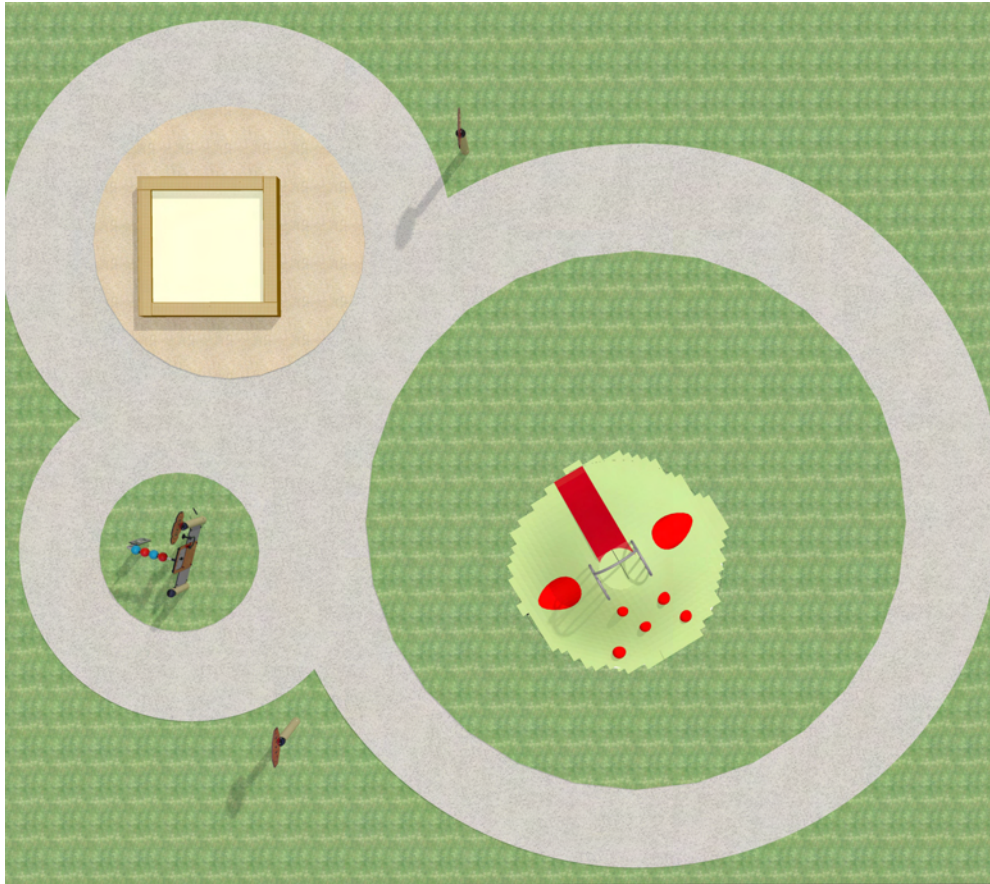
1. TRANSFER STEPS TO BE STRIPED PER IIB-504.1
2. USE ZONES FINISH SURFACE OF PLAYGROUND COMPLEX W/ASTM F1292-99
3. GROUND SURFACING SHALL COMPLY WITH ASTM 1951-99
4. PLAYGROUND EQUIPMENT COMPLEXES WITH ASTM F1487-98
5. THIS PLAY AREA MEETS CBC SECTION IIB-1008



Child Development TrikeTrack
Pacific Grove, CA

172 LF	1245 SF
CRITICAL FALL HEIGHT 3'-0" CFH	SCALE 1/8" = 1'-0"
19_0555_ChildDev_001	DRAWN BY CG
	DATE 04/12/2019

ALL DRAWINGS ARE SUBJECT TO CHANGE AND SHOULD BE REVIEWED BEFORE FINAL SALE. ALL SITE DIMENSIONS WILL NEED TO BE VERIFIED PRIOR TO SALE AND INSTALLATION.



Colors Used In Rendering



Nature Brown posts



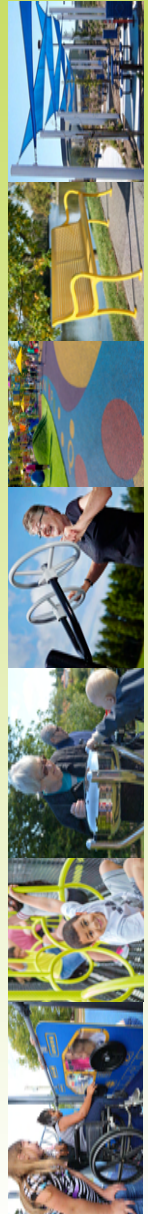
Child Development Trike Track

Pacific Grove, CA.
04/12/2019

19_0555_ChildDev

Consent Agenda Item K

CREATING FUN
PLAY ENVIRONMENTS
TO ENRICH COMMUNITIES



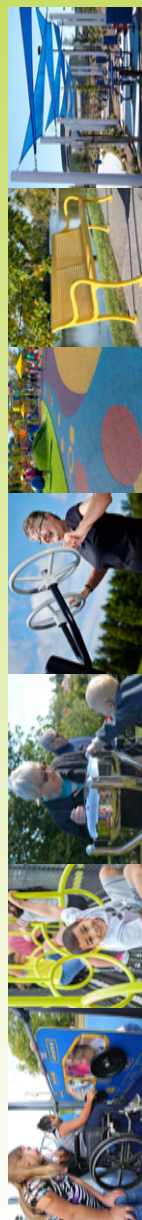


Pacific Grove, CA.
04/12/2019

19_0555_ChildDev_A001

Present Agenda Item K

CREATING FUN
PLAY ENVIRONMENTS
TO ENRICH COMMUNITIES





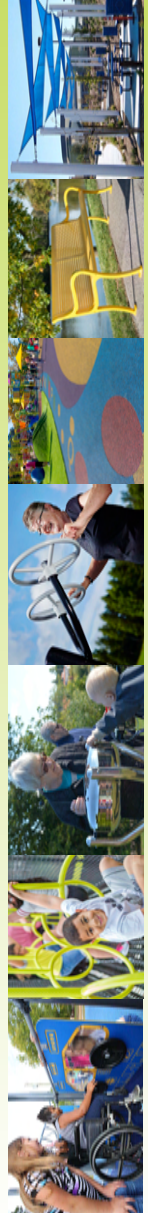
Child Development Trike Track

Pacific Grove, CA.
04/12/2019

19_0555_ChildDev-001

Present Agenda Item K

CREATING FUN
PLAY ENVIRONMENTS
TO ENRICH COMMUNITIES



PO BOX 263
ALAMO, CA 94507
Phone (800) 879-7730
Fax (510) 893-2163
Email info@miracleplaygroup.com



Job: P19_0555_Child Development Trike Track Name: P19_0555 Child Development Trike Track Number: 00004793 Type: Equipment and Install CSL# 981433 PO: Terms: Net 30	End User To: Pacific Grove Unified School District 1025 Lighthouse Ave Pacific Grove, CA 93950 Delivery Contact: Matt Kelly Delivery Phone: 831-646-6537 Delivery Address: 831-646-6537 Pacific Grove, CA 93950	Bill To: Pacific Grove Unified School District 435 Hillcrest Ave. Pacific Grove, CA 93950	Sub Total \$150,457.00 Freight \$6,255.34 Tax \$7,791.01 Total \$164,503.35
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Item	Type	Qty	Rate	Total
HAGS Equipment - 2 stop signs, 1 Eco Fueling Station	Equipment	1	\$3,595.00	\$3,595.00
Elephant Play Toddler Hill	Equipment	1	\$17,950.00	\$17,950.00
Excavate, provide, & install sand for sand box	Install	1	\$360.00	\$360.00
Install 2,850 SF Tiger Turf Diamond Pro Fescue synthetic grass	Install	1	\$48,297.00	\$48,297.00
Provide and install stabilized DG (115 SF)	Equipment	1	\$1,315.00	\$1,315.00
Concrete curb around trike track (139 LF)	Install	1	\$6,360.00	\$6,360.00
Provide 2,850 SF Tiger Turf Diamond Fescue Synthetic Grass (add cushion to meet 3' CFH around Toddler Hill 2,850 SF)	Install	1	\$30,170.00	\$30,170.00
Installation of playground equipment per manufacturers specifications	Install	1	\$9,545.00	\$9,545.00
11141 - Miracle - 6' x 6' Sandbox	Equipment	1	\$1,098.00	\$1,098.00
Soft grading and excavation as needed (handwork required)	Install	1	\$3,575.00	\$3,575.00
Provide, install and compact base rock sub surface (approximately 3,420 sf)	Install	1	\$14,620.00	\$14,620.00
Concrete Trike Track (approximately 595 SF)	Install	1	\$13,572.00	\$13,572.00

Sub Total \$150,457.00
Total Freight \$6,255.34
Total Tax \$7,791.01
Grand Total \$164,503.35

Company: _____
Signature: _____
Name: _____
Date: _____

NOTES:

- Footing and excavation spoils to remain on site
- Offloading of equipment by others
- Client to check for underground utilities
- Site does not include temporary fencing

INDEMNITY

Client/Owner shall defend, indemnify and hold harmless Miracle PlaySystems, Inc., its officers, directors, board of trustees, agents, or employees and each of them, from any and all claims, demands, causes of action in law or in equity, damages, penalties, costs, expenses, reasonable attorneys' fees, reasonable experts' fees, reasonable consultants' fees, judgments, losses or liabilities, of every kind and nature whatsoever arising out of or in any way connected with or incidental to, the performance of the services under this Agreement or any of the obligations contained in this Agreement ("Claims"). Without limitation, "damages" include personal injury, including, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons, including, but not limited to, any employees or agents of Miracle PlaySystems, Inc., or any other person; or other damages of any kind to anyone including, without limitation, economic loss, property damage and loss of use thereof. It is expressly acknowledged and agreed that each of the foregoing indemnities is independent, that each shall be given effect, and that each shall apply despite any acts or omissions, misconduct or negligent conduct, whether active or passive, on the part of, or other contractor(s); provided, however, Miracle PlaySystems, Inc. duty to indemnify shall be limited to the percentage or the degree Miracle PlaySystems, Inc. comparative negligence caused any damages.

STANDARD NOTES

- Price quotation is good for 90 days. Accurate color selections must be made in writing prior to equipment going into production. Colors to be confirmed with your local sales representative.
- PLEASE MAKE PURCHASE ORDER AND CHECK TO MIRACLE PLAYSYSTEMS, INC at PO Box 263 Alamo, CA 94507
- Please email/fax quotation with your signature to accept this quote and place order. Fax 510-893-2163 or email Info@MiraclePlayGroup.com
- Unless otherwise specified, Miracle PlaySystems, Inc **DOES NOT** include the following in this proposal:
 - Engineered drawings
 - Installation of equipment or other site amenities
 - Specialty trades, equipment, power supply required to install equipment
- Any insurance requiring in excess of \$1M/\$2M per occurrence, special insurance coverage or wording, Prevailing/Certified wage rates, local permitting, bid/performance bonds, temp fencing, geo tech surveys, playground safety inspection, equipment offload, and testing services.

TERMS & CONDITIONS

- Purchase contract terms & conditions of sale: The client/customer's acceptance and understanding of these terms & conditions and all other supporting documentation provided as part of this package is evidenced by signing of this estimate/quote.
- Payment terms: Standard terms (on approved credit), unless otherwise noted are 50% with order and balance to ship equipment (no retention). Should any changes be required to the products after order is placed, modifications or changes will be at client/customers expense. Miracle PlaySystems, Inc maintains a no return policy and asks all clients to determine feature, layout and color selection prior to ordering. Should any order be cancelled after production has started a 30% restocking fee will be charged to client. Credit card convenience fee is 3.5% which will be added to all credit card charges • Lead times: Estimated lead times for the time the order is released into production until it is delivered will vary and are as follows:
 - 8-12 weeks for standard (non-custom) play features for US based manufacturers;
 - 12-20 weeks standard play features (non-custom) from European & Canadian manufacturers. Expedited Air Freight is available for additional cost (calculated on case by case basis).
 - Custom play feature lead times are determined on a case by case basis.

CONSTRUCTION SERVICES (if applicable)

Unless otherwise noted, we exclude responsibility for material delivery & offloading equipment, removal & disposal of packaging accumulated by equipment packaging, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts or delay of other trades, removal of spoils from job site, locating underground: utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples, CPSI. Conditions: Grades; stable, compacted & workable with 95% compaction and less than 1% grade, adequate access to site for labor, materials, tools and equipment. Estimate good for 90 days from quote or Dec. 31 of current calendar year, whichever comes first. Terms: Upon completion.

GENERAL TERMS

- THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN: Miracle PlaySystems, Inc. objects to any other terms proposed by client, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Client authorizes Miracle PlaySystems, Inc. to ship equipment and agrees to pay the total specified. Shipping terms are FOB the place of shipment via common carrier.
- Client and owner/operator agree to indemnify and hold Miracle PlaySystems, Inc. harmless from and against all liabilities, losses, penalties, damages and expenses, including costs and attorney fees, resulting from any and all claims, liens, damages, actions, suits, judgments or settlements, injuries arising or alleged to arise out of their failure, or failure of architect, contractors, subcontractors, installers, employees, agents and assigns to assemble, install, inspect and/or maintain the play equipment and impact absorbing surfacing in full compliance with each manufacturers installation instructions and safety requirements and their misuse and/or alteration of the play equipment.

Company: _____

Signature: _____

Name: _____

Date: _____



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

SUBJECT: Contract for Services to Miracle Play Systems at Pacific Grove Adult School Outdoor Classroom

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities & Transportation;
Barbara Martinez, Pacific Grove Adult School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Miracle Play Systems at Pacific Grove Adult School for an outdoor classroom.

BACKGROUND:

The original daycare project identified the construction of an outdoor classroom. The classroom will be used by all adult school children's programs as well as being available for the district's younger K-12 students.

INFORMATION:

This contract for services is to provide labor and materials to build an outdoor classroom by installing a pathways, a sensory garden, and classroom benches. Miracle Play systems pricing has been competitively bid through Sourcewell, formerly NJPA.

FISCAL IMPACT:

Fund 11 – \$291,260.20

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:

Miracle Playsystems	License		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
PO Box 263	Alamo	CA	94507
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 April 26, 2019 and shall be completed on or before December 31, 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:

Provide all materials, equipment, and labor for an outdoor classroom at Pacific Grove Adult School per attached proposal.

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:

\$291,260.20 (Two hundred and ninety one thousand two hundred sixty dollars and twenty cents)

Source of Funds: Fund 11

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

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

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

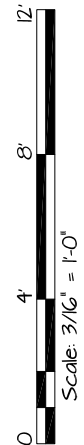
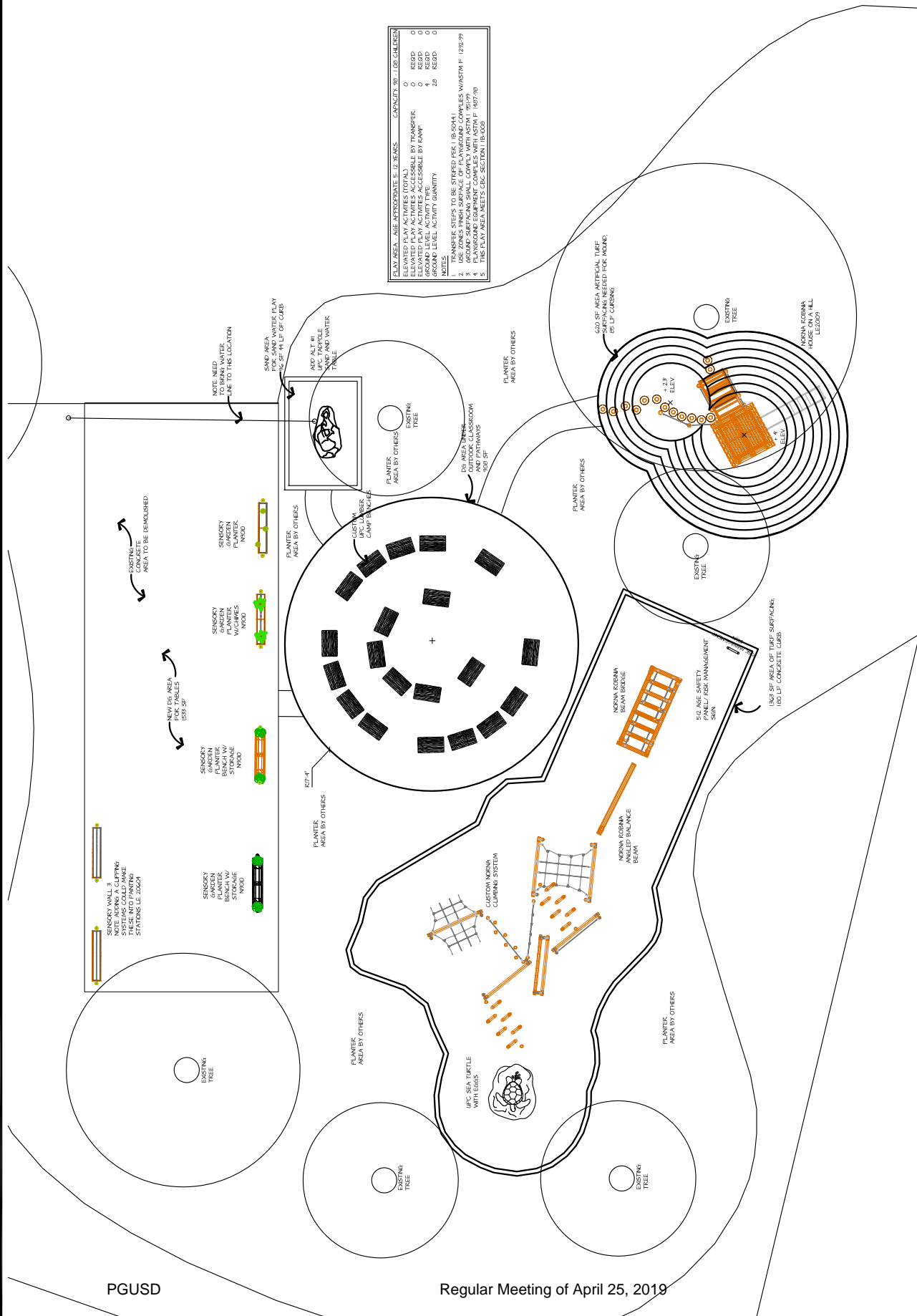
Assistant Superintendent Date
(Board Approved March 21, 2019)

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

Assistant Superintendent

Date

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



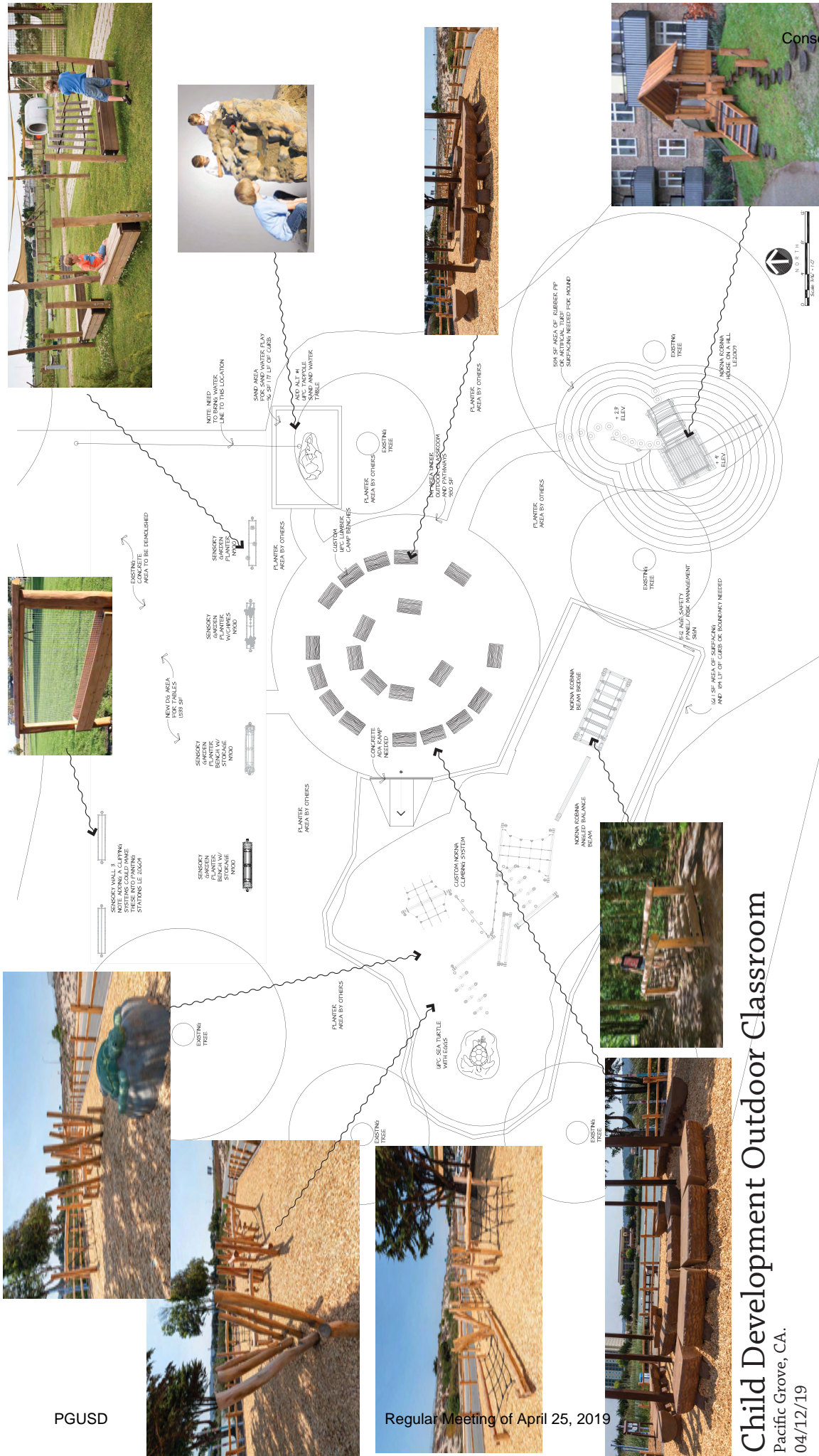
<p>ALL DRAWINGS ARE SUBJECT TO CHANGE AND SHOULD BE REVIEWED BEFORE FINAL SALE. ALL SITE DIMENSIONS WILL NEED TO BE VERIFIED PRIOR TO SALE AND INSTALLATION</p>	<p>19_0554_OutDoor_001</p>		<p>LINEAR FEET:</p>	<p>As Marked</p>	<p>SITE AREA</p>	<p>As Marked</p>	<p>Child Dev. Outdoor Classroom</p>
	<p>CRITICAL FALL HEIGHT:</p>	<p>N/A</p>	<p>SCALE</p>	<p>NTS = 1/8"</p>	<p>SCALE</p>	<p>NTS = 1/8"</p>	<p>Pacific Grove, CA</p>
			<p>DRAWN BY</p>	<p>DT/LDV</p>			
			<p>DATE</p>	<p>04-15-2019</p>			

Child Development Outdoor Classroom

Pacific Grove, CA.

04/12/19

19_0554_Child Development Outdoor Classroom_001



PO BOX 263
ALAMO, CA 94507
Phone (800) 879-7730
Fax (510) 893-2163
Email info@miracleplaygroup.com



Job: P19_0554_Child Development Outdoor Classroom	End User To: Pacific Grove Unified School District	Bill To: Pacific Grove Unified School District	Sub Total \$270,355.00
Name: P19_0554 Child Development Outdoor Classroom	1025 Lighthouse Ave	435 Hillcrest Ave.	Freight \$6,560.00
Number: 00004794	Pacific Grove, CA 93950	Pacific Grove, CA 93950	Tax \$14,345.20
Type: Equipment and Install	Delivery Contact: Matt Kelly		Total \$291,260.20
CSL# 981433	Delivery Phone: 831-646-6537		
PO:	Delivery Address:		
Terms: Net 30	1025 Lighthouse Ave		
	Pacific Grove, CA 93950		

Item	Type	Qty	Rate	Total
Provide 1,883 SF Tiger Turf Diamond Pro Fescue Synthetic Grass (meets 5' CFH) 1,983 SF	Install	1	\$20,888.00	\$20,888.00
Provide and install Stabilized DG (to replace concrete pad) plus adjoining Pathways (2,522 SF)	Install	1	\$26,700.00	\$26,700.00
Excavation of Council Circle, Norleg Par Course and Mound Areas (108 CY)	Install	1	\$5,100.00	\$5,100.00
Equipment installation to plan	Install	1	\$27,415.00	\$27,415.00
NORNA - Norleg Equipment	Equipment	1	\$30,037.00	\$30,037.00
Provide, Install & Compact Base Rock Sub-Surface (Approximately 1,983 SF)	Install	1	\$15,030.00	\$15,030.00
Norna - Sensory Garden	Equipment	1	\$6,000.00	\$6,000.00
UPC - Council Circle Benches, Sea Turtle, Tadpole	Equipment	1	\$26,150.00	\$26,150.00
Norna - House on Hill	Equipment	1	\$25,265.00	\$25,265.00
Excavate, provide & install sand in water play area (water to area provided by others)	Install	1	\$2,575.00	\$2,575.00
Construct a double mound over base rock, encased with 4" of concrete (2.3' elevation and 4' elevation)	Install	1	\$24,250.00	\$24,250.00
Concrete curb: water play & Norleg Par Course areas (226 LF)	Install	1	\$11,300.00	\$11,300.00

Clearing and grading of North end of playbox	Install	1	\$2,145.00	\$2,145.00
Demo & disposal of 1,533 SF concrete pad	Install	1	\$13,930.00	\$13,930.00
Installation of 1,883 SF Tiger Turf Diamond Pro Fescue Synthetic Grass (meets 5' CFH) 1,983 SF	Install	1	\$33,570.00	\$33,570.00
				Sub Total \$270,355.00
				Total Freight \$6,560.00
				Total Tax \$14,345.20
				Grand Total \$291,260.20

Company: _____
 Signature: _____
 Name: _____
 Date: _____

NOTES:

- Footing and excavation spoils to remain on site
- Offloading of equipment by others
- Quote does not include plumbing of the UPC tadpole
- Client to check for underground utilities
- Site does not include temporary fencing

INDEMNITY

Client/Owner shall defend, indemnify and hold harmless Miracle PlaySystems, Inc., its officers, directors, board of trustees, agents, or employees and each of them, from any and all claims, demands, causes of action in law or in equity, damages, penalties, costs, expenses, reasonable attorneys' fees, reasonable experts' fees, reasonable consultants' fees, judgments, losses or liabilities, of every kind and nature whatsoever arising out of or in any way connected with or incidental to, the performance of the services under this Agreement or any of the obligations contained in this Agreement ("Claims"). Without limitation, "damages" include personal injury, including, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons, including, but not limited to, any employees or agents of Miracle PlaySystems, Inc., or any other person; or other damages of any kind to anyone including, without limitation, economic loss, property damage and loss of use thereof. It is expressly acknowledged and agreed that each of the foregoing indemnities is independent, that each shall be given effect, and that each shall apply despite any acts or omissions, misconduct or negligent conduct, whether active or passive, on the part of, or other contractor(s); provided, however, Miracle PlaySystems, Inc. duty to indemnify shall be limited to the percentage or the degree Miracle PlaySystems, Inc. comparative negligence caused any damages.

STANDARD NOTES

- Price quotation is good for 90 days. Accurate color selections must be made in writing prior to equipment going into production. Colors to be confirmed with your local sales representative.
- PLEASE MAKE PURCHASE ORDER AND CHECK TO MIRACLE PLAYSYSTEMS, INC at PO Box 263 Alamo, CA 94507
- Please email/fax quotation with your signature to accept this quote and place order. Fax 510-893-2163 or email Info@MiraclePlayGroup.com
- Unless otherwise specified, Miracle PlaySystems, Inc **DOES NOT** include the following in this proposal:
 - Engineered drawings
 - Installation of equipment or other site amenities
 - Specialty trades, equipment, power supply required to install equipment
- Any insurance requiring in excess of \$1M/\$2M per occurrence, special insurance coverage or wording, Prevailing/Certified wage rates, local permitting, bid/performance bonds, temp fencing, geo tech surveys, playground safety inspection, equipment offload, and testing services.

TERMS & CONDITIONS

- Purchase contract terms & conditions of sale: The client/customer's acceptance and understanding of these terms & conditions and all other supporting documentation provided as part of this package is evidenced by signing of this estimate/quote.
- Payment terms: Standard terms (on approved credit), unless otherwise noted are 50% with order and balance to ship equipment (no retention). Should any changes be required to the products after order is placed, modifications or changes will be at client/customers expense. Miracle PlaySystems, Inc maintains a no return policy and asks all clients to determine feature, layout and color selection prior to ordering. Should any order be cancelled after production has started a 30% restocking fee will be charged to client. Credit card convenience fee is 3.5% which will be added to all credit card charges • Lead times: Estimated lead times for the time the order is released into production until it is delivered will vary and are as follows:
 - 8-12 weeks for standard (non-custom) play features for US based manufacturers;
 - 12-20 weeks standard play features (non-custom) from European & Canadian manufacturers. Expedited Air Freight is available for additional cost (calculated on case by case basis).
 - Custom play feature lead times are determined on a case by case basis.

CONSTRUCTION SERVICES (if applicable)

Unless otherwise noted, we exclude responsibility for material delivery & offloading equipment, removal & disposal of packaging accumulated by equipment packaging, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts or delay of other trades, removal of spoils from job site, locating underground: utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples, CPSI. Conditions: Grades; stable, compacted & workable with 95% compaction and less than 1% grade, adequate access to site for labor, materials, tools and equipment. Estimate good for 90 days from quote or Dec. 31 of current calendar year, whichever comes first. Terms: Upon completion.

GENERAL TERMS

- THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN: Miracle PlaySystems, Inc. objects to any other terms proposed by client, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Client authorizes Miracle PlaySystems, Inc. to ship equipment and agrees to pay the total specified. Shipping terms are FOB the place of shipment via common carrier.
- Client and owner/operator agree to indemnify and hold Miracle PlaySystems, Inc. harmless from and against all liabilities, losses, penalties, damages and expenses, including costs and attorney fees, resulting from any and all claims, liens, damages, actions, suits, judgments or settlements, injuries arising or alleged to arise out of their failure, or failure of architect, contractors, subcontractors, installers, employees, agents and assigns to assemble, install, inspect and/or maintain the play equipment and impact absorbing surfacing in full compliance with each manufacturers installation instructions and safety requirements and their misuse and/or alteration of the play equipment.

Company: _____

Signature: _____

Name: _____

Date: _____



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

SUBJECT: Contract for Services with Robin Winfield for Art Lessons at Robert Down Elementary School

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Sean Keller, Robert H. Down Elementary School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Robin Winfield for art lessons at Robert H. Down Elementary School.

BACKGROUND:

The Robert Down Elementary School 4th grade teachers annually contract for art lessons through various artists throughout the year to provide in depth skills for students.

INFORMATION:

Art lessons will be provided to Juliana Dacuyan's 4th grade class. Objectives include focus on ecology and environmental awareness through artistic commentary on topics such as family stress with time management, kids and technology – pros and cons, saving natural resources, clean water for future generations, and keeping calm in a busy world.

FISCAL IMPACT:

\$0 for PGUSD; \$600 from PG P.R.I.D.E. grant

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 **Robin Winfield** for services rendered as specified below.


1. **Scope of Service:**
 To provide: **Art Lessons for Juliana Dacuyan's 4th Grade Class**
2. **Evaluation and/or expected outcome(s)** (continue on attached page if needed):
The objectives support Science and Social Studies Standards for 4th graders: ecology and environmental awareness through artistic commentary to create social awareness for elementary peers with a powerful visual impact on global issues and community issues ranging from:
-family stress with time management, kids and technology pros & cons, saving our natural resources, alternative energy, clean water for future generations, keeping calm in our busy world, world cultures; awareness and comparisons to how other people live and learning about their values, animal habitats around the planet & why we should protect them.
3. **Length of the Contract:**
 Service is to be provided on the following date(s):
Three dates to be determined between instructor and classroom teacher. Lessons will be completed by May 31, 2019.
4. **Financial Consideration:**
 Consultant to be paid at the rate of: **\$200 per session** (\$ per hr/day/
 for **3 sessions** (hours/days/other)
 School Funding Source: **PG PRIDE Grant**
 Account Code: **01-0038-0-1110-1000-5800-00-002-5995-0720**

Consultant (Please print) **Robin Winfield**

Address **P.O. Box 2502, Carmel, CA 93921** Phone **831-601-0725**

Signed _____ Date _____

☐ District Employee ☒ Independent Consultant

Signed  Date **4/2/19**
 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

4/2/19
 Date

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Contract for Services with Pacific Monarch LTD for Pacific Grove Middle School

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Pacific Monarch LTD for transportation to S.F. State and St. Mary's College.

BACKGROUND:

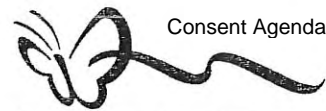
The Board approved the field trip at the April 4th Board meeting.

INFORMATION:

Pacific Monarch LTD requires a down payment before the departure date.

FISCAL IMPACT:

The contract for Pacific Grove Middle School is not to exceed \$2,900.00 and is paid for by the Pacific Grove Middle School AVID budget.

**Charter Contract**

Fri, Apr 5, 2019

Lisa Stacks
 Pacific Grove Unified School District
 435 Hillcrest Ave
 Pacific Grove, CA 93950

PACIFIC MONARCH LTD.
Motorcoach Charter and Tour

3346 Paul Davis Drive
 Marina, CA 93933

Tel: 831 883 8900
 Fax: 831 883 8909
 www.PacificMonarchLtd.com

Dear Lisa,

Thank you for choosing the services of Pacific Monarch Ltd. This letter serves as your contract and your invoice for your trip on Thursday, April 25, 2019. This contract must be signed, dated, and received with a deposit by this office no later than Saturday, April 6, 2019. Full payment and itinerary must be received no later than Thursday, April 11, 2019. Please write your Invoice Number 52091 on your check.

The details of your trip are as follows:


Invoice No. : 52091**Purchase Order #**

Coach Size	# Ordered
57 Pax	1

Group Name: PGMS**Leader:** Please Advise Name & Cell#**Destination:** SFSU / Moraga-Saint Mary's College**Leave Date:** Thu, Apr 25, 2019**Spot Time:** 7:30 AM**Trip Origin:** Pacific Grove Middle School, 835 Forest Avenue**Transportation Cost** \$2,750.00**Driver Gratuity:** \$150.00**Other Charges:** \$0.00**End Date:** Thu, Apr 25, 2019**End Time:** 7:30 PM**End Place:** Pacific Grove Middle School, 835 Forest Avenue**Total Cost:** \$2,900.00**Deposit Due:** \$0.00**Amount Paid:** \$0.00**Balance Due:** \$2,900.00

PLEASE REMEMBER to sign this and to send us an itinerary complete with addresses to insure the success of your trip.

Sincerely,


 Charter Party Signature
Date: 4-16-19

John Wm. Leding, President
 Pacific Monarch Ltd.

Charter Party acknowledges present or prior receipt of the terms and conditions on the reverse side of Pacific Monarch's charter order. Said terms and conditions are part of the contract between Pacific Monarch and Charter Party on the subject order and on all future orders. The contract terms and conditions will not be modified without prior written notice and approval by Charter Party.

TERMS AND CONDITIONS

PACIFIC MONARCH CHARTER CONTRACT

A signed copy of this contract must be received by Pacific Monarch Ltd. (PML) within 24 hours of the issue date. This contract is based on the times and destinations stated within it. All changes to the Charter Contract must be written, initialed, dated on the contract and submitted to PML; each change may incur a \$50 service fee. Any overtime will be billed at the rate of \$200.00 per hour. The overtime is due and payable upon demand. The Chartering Party (CP) is responsible for overtime due to road conditions and traffic delays. If overtime or cancellation fees apply we reserve the right to charge your credit card for payment.

Cancellation is subject to 100% of the total cost of the charter contract. This fee can be reduced only at the sole discretion of PML. All cancellations must be in writing including email or fax. In the unlikely event that a PML coach is unavailable at the time of charter departure date PML reserves the right to provide a subcarrier.

All bridge, road and parking fees shall be the responsibility of the CP. Drivers lodging, if deemed necessary by PML, is the responsibility of CP. CP agrees that PML shall have final approval of travel itinerary and that it must comply with all federal and state safety regulations. The CP agrees that PML will not be required to drive the bus on dirt and gravel roads or any other road or passage that produces an excessive amount of dirt or dust. Also roads with low hanging objects such as tree branches that damage the bus. PML will not be held liable for any losses other than the cost of the charter in the unlikely circumstance an appointed time or event scheduled by the CP be missed due to any fault of PML. PML is not responsible for any items left on the coach.

It is agreed and understood that the CP will be fully responsible for any and all damages done to the bus caused by the CP. No passenger standing on board bus while in motion; if you do not adhere to this policy CP is responsible for any passenger injury. All belongings including ice chests stored in passenger area of bus are to be loaded by CP; no ice chests or other objects may be placed in the aisle of the bus while the coach is in motion. All iced down drinks must be placed in a regular ice chest that does not leak and in a seat that has been properly protected. The space taken up by this container must be figured into the total passenger count; all other items will be stored in baggage bins. The CP agrees to use paper or plastic cups to ensure their own safety. The CP is responsible for maintaining adequate provisions for the disposal of all trash and other litter and agrees to remove trash. The possession or consumption of alcohol is not allowed in the passenger compartment of the bus unless prior approval is obtained from PML. (AB45)

All legal fees incurred by Pacific Monarch Limited in collecting for any part of this contract are the responsibility of the Chartering Party. The Chartering Party and Pacific Monarch Limited agree that venue for any action arising between them shall be in the County of Monterey, California.

Pacific Monarch Ltd.

3346 Paul Davis Drive, Marina, CA 93933
831-883-8900 / fax: 831-883-8909 / info@PacificMonarchLtd.com

Updated October 2018

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Approval of Actuarial Study of Retiree Health Liabilities Under GASB 74/75

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the actuarial study of retiree health liabilities under GASB 74/75.

BACKGROUND:

The Pacific Grove Unified School District currently uses a “pay as you go” method to address its post-employment liabilities. The estimate for 2018-19 employer contribution to retirees’ health is \$298,705. The estimate by Total Compensation Systems, Inc. (TCS) is \$466,387 because it applies a subsidy rate of 19.30% and a few other factors as required by Governmental Accounting Standards Board (GASB) in the actuarial calculation.

For a number of years, the District has engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities and perform actuarial study associated with its current retiree health program. The report submitted to the Board as received from TCS reflects valuation as of June 30, 2017.

INFORMATION:

Prior to 2017-18, as required by GASB 43 and 45, every two years, school districts are required to perform an evaluation of its other post-employment benefits (OPEB), excluding pensions, for active and retired employees.

Beginning in fiscal year 2017-18, GASB 43 and 45 were superseded by GASB 74 and 75, and the latter become effective. These new standards affect all school districts with OPEB and not just those that are funding OPEB. The triennial valuations of prior GASB 43/45 are no longer allowed and all school districts must obtain an annual valuation; roll-forward valuation can be done every other fiscal year if there are no significant changes to planned or covered groups. The measurement date (actuarial valuation date) must be June 30 of each fiscal year.

The total OPEB liability will be reported in Form Debt and the government-wide statement of Net Position similar to the CalSTRS and CalPERS unfunded pension liability. This liability will likely cause the already negative net position to increase to an even greater negative amount. Additionally, this will have note disclosures in the District’s audit report and Required Supplemental Information (RSI) schedule.

Impact and purpose of GASB 74/75:

- The result of GASB 74 and 75 does not affect the District's current operating budget or the Unaudited Actuals
- It helps the District assess and manage the costs and liabilities associated with retiree health benefits
- It provides information to enable the District to communicate the financial implications of retiree health benefits to internal financial staff, employee groups, the Board and the community

FISCAL IMPACT:

None, this item is for review and approval only.

**Pacific Grove Unified School District
Actuarial Study of
Retiree Health Liabilities Under GASB 74/75
Roll-forward Valuation
Valuation Date: June 30, 2017
Measurement Date: June 30, 2018**

*Prepared by:
Total Compensation Systems, Inc.*

Date: April 17, 2019

Total Compensation Systems, Inc.

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Total Compensation Systems, Inc.

Pacific Grove Unified School District Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

Pacific Grove Unified School District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of June 30, 2018 (the measurement date). This valuation report is based on an earlier GASB 75 valuation as of June 30, 2017. We used standard actuarial “roll-forward” methodology to estimate the Total OPEB Liability (TOL) as of the measurement date. The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2019. If the report will first be used for a different fiscal year, the numbers may need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree’s cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under applicable Governmental Accounting Standards Board (GASB) Standards.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Pacific Grove USD to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Pacific Grove USD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 74 and 75 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 74 and 75, Pacific Grove USD should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 74 and 75 compliance.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Certificated, Classified, Confidential and Management. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefit payments or APVPBP)
- ten years of projected benefit payments.
- the "total OPEB liability (TOL)." (The TOL is the portion of the APVPBP attributable to employees’ service prior to the measurement date.)
- the “net OPEB liability” (NOL). For plans funded through a trust, this represents the unfunded portion of the liability.

Total Compensation Systems, Inc.

- the service cost (SC). This is the value of OPEB benefits earned for one year of service.
- deferred inflows and outflows of resources attributable to the OPEB plan.
- “OPEB expense.” This is the amount recognized in accrual basis financial statements as the current period expense. The OPEB expense includes service cost, interest and certain changes in the OPEB liability, adjusted to reflect deferred inflows and outflows. This amount may need to be adjusted to reflect any contributions received after the Measurement Date.
- Amounts to support financial statement Note Disclosures and Required Supplementary Information (RSI) schedules.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Service costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

B. General Findings

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning July 1, 2018 to be \$466,387 (see Section IV.A.). The “pay-as-you-go” cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning July 1, 2018 (the service cost) is \$749,355. This service cost would increase each year based on covered payroll. Had Pacific Grove USD begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated at June 30, 2018 to be \$10,084,431. This amount is called the "Total OPEB Liability" (TOL).

Based on the information we were provided, the OPEB Expense for the fiscal year ending June 30, 2019 is \$1,085,420. As noted in this report, adjustments may be needed – particularly if the reporting date is not the same as the measurement date.

We based all of the above estimates on employees as of February, 2017. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

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C. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

	<u>Certificated</u>	<u>Classified</u>	<u>Management</u>	<u>Confidential</u>
Benefit types provided	Medical, dental and vision	Medical only	Medical, dental and vision	Medical, dental and vision
Duration of Benefits	To age 85	To age 85	To age 65	To age 85
Required Service	10 years	10 years	10 years	10 years
Minimum Age	55	55	55	55
Dependent Coverage	No	No	No	No
District Contribution %	100%	100%	100%	100%
District Cap	Pre-65: Active Cap Post-65: \$152/month for Medicare Supp	Pre-65: Active Cap Post-65: \$50/month for Medicare Supp	Pre-65: Active Cap	Pre-65: Active Cap Post-65: \$150/month for Medicare Supp

D. Recommendations

It is outside the scope of this report to make specific recommendations of actions Pacific Grove USD should take to manage the liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Pacific Grove USD's practices, it is possible that Pacific Grove USD is already complying with some or all of our recommendations.

- We recommend that Pacific Grove USD maintain an inventory of all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Pacific Grove USD should determine whether the benefit is material and subject to GASB 74 and/or 75.
- We recommend that Pacific Grove USD conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two years, as required under GASB 74/75.
- Under GASB 75, it is important to isolate the cost of retiree health benefits. Pacific Grove USD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Pacific Grove USD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Pacific Grove USD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for District-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Pacific Grove

Total Compensation Systems, Inc.

USD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Pacific Grove USD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Pacific Grove USD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

E. Certification

The actuarial information in this report is intended solely to assist Pacific Grove USD in complying with Governmental Accounting Standards Board Accounting Statements 74 and 75 and, unless otherwise stated, fully and fairly discloses actuarial information required for compliance. Nothing in this report should be construed as an accounting opinion, accounting advice or legal advice. TCS recommends that third parties retain their own actuary or other qualified professionals when reviewing this report. TCS's work is prepared solely for the use and benefit of Pacific Grove USD. Release of this report may be subject to provisions of the Agreement between Pacific Grove USD and TCS. No third party recipient of this report product should rely on the report for any purpose other than accounting compliance. Any other use of this report is unauthorized without first consulting with TCS.

This report is for fiscal year July 1, 2018 to June 30, 2019, using a measurement date of June 30, 2018. The calculations in this report have been made based on our understanding of plan provisions and actual practice at the time we were provided the required information. We relied on information provided by Pacific Grove USD. Much or all of this information was unaudited at the time of our evaluation. We reviewed the information provided for reasonableness, but this review should not be viewed as fulfilling any audit requirements. Information we relied on is listed in Appendix A.

All costs, liabilities, and other estimates are based on actuarial assumptions and methods that comply with all applicable Actuarial Standards of Practice (ASOPs). Each assumption is deemed to be reasonable by itself, taking into account plan experience and reasonable future expectations.

This report contains estimates of the Plan's financial condition only as of a single date. It cannot predict the Plan's future condition nor guarantee its future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. Determining results using alternative assumptions (except for the alternate discount and trend rates shown in this report) is outside the scope of our engagement.

Future actuarial measurements may differ significantly from those presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the measurement methodology (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. We were not asked to perform analyses to estimate the potential range of such future measurements.

The signing actuary is independent of Pacific Grove USD and any plan sponsor. TCS does not intend to benefit from and assumes no duty or liability to other parties who receive this report. TCS is not aware of any relationship that would impair the objectivity of the opinion.

On the basis of the foregoing, I hereby certify that, to the best of my knowledge and belief, this report is

Total Compensation Systems, Inc.

complete and has been prepared in accordance with generally accepted actuarial principles and practices and all applicable Actuarial Standards of Practice. I am a member of the American Academy of Actuaries and meet the Qualification Standards to render this actuarial opinion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Geoffrey L. Kischuk". The signature is fluid and cursive, with the first name "Geoffrey" being more prominent.

Geoffrey L. Kischuk, FSA, MAAA, FCA
Consultant
Total Compensation Systems, Inc.
(805) 496-1700

Total Compensation Systems, Inc.

PART II: BACKGROUND

A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an “implicit rate subsidy”),

B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

The actuarial cost method mandated by GASB 75 is the “entry age actuarial cost method”. Under this method, there are two components of actuarial cost – a “service cost” (SC) and the “Total OPEB Liability” (TOL). GASB 75 allows certain changes in the TOL to be deferred (i.e. deferred inflows and outflows of resources).

The service cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. Under the entry age actuarial cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the service cost. Under GASB 75, the service cost is calculated to be a level percentage of each employee's projected pay.

The service cost is determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the service cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the service cost. A “cap” on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing service costs.
- *Mortality rates* varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce service costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits. While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

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- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase service costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets for funded plans. The rate used for a funded plan is the real rate of return expected for plan assets plus long term inflation assumption. For an unfunded plan, the discount rate is based on an index of 20 year General Obligation municipal bonds. For partially funded plans, the discount rate is a blend of the funded and unfunded rates.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. If all actuarial assumptions are exactly met and an employer expensed the service cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the Total OPEB Liability (TOL). The excess of TOL over the value of plan assets is called the Net OPEB Liability (NOL). Under GASB 74 and 75, in order for assets to count toward offsetting the TOL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The total OPEB liability (TOL) can arise in several ways - e.g., as a result of plan changes or changes in actuarial assumptions. TOL can also arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 74 and 75, a portion of actuarial gains and losses can be deferred as follows:

- Investment gains and losses can be deferred five years
- Experience gains and losses can be deferred over the expected average remaining service lives (EARSL) of plan participants. In calculating the EARSL, terminated employees (primarily retirees) are considered to have a working lifetime of zero. This often makes the EARSL quite short.
- Liability changes resulting from changes in economic and demographic assumptions are also deferred based on the average working lifetime
- Liability changes resulting from plan changes, for example, cannot be deferred.

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PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

The liability for OPEB benefits was calculated in the valuation as of June 30, 2017 and the methodology used was described in our GASB 75 valuation report dated June 5, 2018. In Part III, we show the tables included in our June 5, 2018 valuation report and provide details of our roll-forward valuation.

We summarized actuarial assumptions used for this study in Appendix C.

B. Liability for Retiree Benefits.

Below is the actuarial present value of projected benefit payments (APVPBP) table presented in our June 5, 2018 valuation report.

Actuarial Present Value of Projected Benefit Payments at June 30, 2017

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Active: Pre-65	\$9,829,113	\$6,709,212	\$2,348,017	\$125,997	\$645,887
Post-65	\$3,600,140	\$3,140,753	\$363,191	\$96,196	\$0
Subtotal	\$13,429,253	\$9,849,965	\$2,711,208	\$222,193	\$645,887
Retiree: Pre-65	\$463,753	\$366,911	\$76,128	\$3,569	\$17,145
Post-65	\$2,685,599	\$2,354,706	\$218,692	\$81,611	\$30,590
Subtotal	\$3,149,352	\$2,721,617	\$294,820	\$85,180	\$47,735
Grand Total	\$16,578,605	\$12,571,582	\$3,006,028	\$307,373	\$693,622
Subtotal Pre-65	\$10,292,866	\$7,076,123	\$2,424,145	\$129,566	\$663,032
Subtotal Post-65	\$6,285,739	\$5,495,459	\$581,883	\$177,807	\$30,590

C. Cost to Prefund Retiree Benefits

1. Service Cost

Below is the service cost table included in our June 5, 2018 valuation report. This service cost is used in calculating the OPEB expense.

Service Cost Year Beginning July 1, 2017

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
# of Employees	264	140	105	6	13
Per Capita Service Cost					
Pre-65 Benefit	N/A	\$2,622	\$1,783	\$2,039	\$2,757
Post-65 Benefit	N/A	\$924	\$107	\$1,065	\$0
First Year Service Cost					
Pre-65 Benefit	\$602,370	\$367,080	\$187,215	\$12,234	\$35,841
Post-65 Benefit	\$146,985	\$129,360	\$11,235	\$6,390	\$0
Total	\$749,355	\$496,440	\$198,450	\$18,624	\$35,841

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2. Total OPEB Liability (TOL) and Net OPEB Liability (NOL)

The table below shows the TOL included in the June 5, 2018 valuation report. This TOL is used as the beginning of year TOL to roll forward the TOL to June 30, 2018.

Total OPEB Liability (TOL) and Net OPEB Liability (NOL) as of June 30, 2017

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Active: Pre-65	\$4,433,970	\$2,925,095	\$1,078,927	\$20,966	\$408,982
Active: Post-65	\$2,135,588	\$1,807,220	\$287,031	\$41,337	\$0
Subtotal	\$6,569,558	\$4,732,315	\$1,365,958	\$62,303	\$408,982
Retiree: Pre-65	\$463,753	\$366,911	\$76,128	\$3,569	\$17,145
Retiree: Post-65	\$2,685,599	\$2,354,706	\$218,692	\$81,611	\$30,590
Subtotal	\$3,149,352	\$2,721,617	\$294,820	\$85,180	\$47,735
Subtotal: Pre-65	\$4,897,723	\$3,292,006	\$1,155,055	\$24,535	\$426,127
Subtotal: Post-65	\$4,821,187	\$4,161,926	\$505,723	\$122,948	\$30,590
Total OPEB Liability (TOL)	\$9,718,910	\$7,453,932	\$1,660,778	\$147,483	\$456,717
Fiduciary Net Position as of June 30, 2017	\$0				
Net OPEB Liability (NOL)	\$9,718,910				

In order to determine the June 30, 2018 NOL, we used a “roll-forward” technique for the TOL. The FNP is based on the actual June 30, 2018 FNP. The following table shows the results of the roll-forward.

Changes in Net OPEB Liability as of June 30, 2018

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2017	\$9,718,910	\$0	\$9,718,910
Service Cost	\$749,355	\$0	\$749,355
Interest on TOL	\$374,476	\$0	\$374,476
Employer Contributions	\$0	\$477,910	(\$477,910)
Employee Contributions	\$0	\$0	\$0
Assumption Changes	(\$280,400)	\$0	(\$280,400)
Expected Investment Income	\$0	\$0	\$0
Investment Gains/Losses	\$0	\$0	\$0
Administrative Expense	\$0	\$0	\$0
Expected Benefit Payments	(\$477,910)	(\$477,910)	\$0
Actual minus Expected Benefit Payments	\$0	\$0	\$0
Other	\$0	\$0	\$0
Net Change during 2017-18	\$365,521	\$0	\$365,521
Balance at June 30, 2018 *	\$10,084,431	\$0	\$10,084,431

* May include a slight rounding error.

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3. OPEB Expense

Under GASB 74 and 75, OPEB expense includes service cost, interest cost, change in TOL due to plan changes; all adjusted for deferred inflows and outflows. Following is the OPEB expense for the fiscal year ending June 30, 2019. The OPEB expense shown below is considered to be preliminary because there can be employer specific deferred items (e.g., contributions made after the measurement date, and active employee contributions toward the OPEB plan).

OPEB Expense Fiscal Year Ending June 30, 2019

	<i>Total</i>
Service Cost	\$749,355
Interest on Total OPEB Liability (TOL)	\$374,476
Employee Contributions	\$0
Recognized Experience Gains/Losses	\$0
Recognized Assumption Changes	(\$38,411)
Expected Investment Income	\$0
Recognized Investment Gains/Losses	\$0
Contributions After Measurement Date*	\$0
Liability Change Due to Benefit Changes	\$0
Administrative Expense	\$0
OPEB Expense**	\$1,085,420

* Should be added by Pacific Grove USD if reporting date is after the measurement date.

** May include a slight rounding error.

The above OPEB expense does not include an estimated \$477,910 in employer contributions.

4. Deferred Inflows and Outflows

Certain types of TOL changes are subject to deferral, as are investment gains/losses. Appendix F provides details of any deferred inflows and/or outflows included in the OPEB expense.

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PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project the District's ten year retiree benefit outlay, including any implicit rate subsidy. Because these cost estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are certain to be *in*accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District's share of retiree health costs, including any implicit rate subsidy, that was included in the June 5, 2018 valuation report.

<i>Year Beginning</i>					
<i>July 1</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
2017	\$477,910	\$365,819	\$76,060	\$8,405	\$27,626
2018	\$466,387	\$356,409	\$82,691	\$9,302	\$17,985
2019	\$519,682	\$390,086	\$100,510	\$11,276	\$17,810
2020	\$578,184	\$425,284	\$111,522	\$14,002	\$27,376
2021	\$654,665	\$480,765	\$119,659	\$14,973	\$39,268
2022	\$663,166	\$468,059	\$139,712	\$16,629	\$38,766
2023	\$707,397	\$490,376	\$158,141	\$9,726	\$49,154
2024	\$820,238	\$559,142	\$184,545	\$9,943	\$66,608
2025	\$828,192	\$589,990	\$167,319	\$10,087	\$60,796
2026	\$862,372	\$599,376	\$179,808	\$10,196	\$72,992

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PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 74/75 require biennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.
- An employer should perform a valuation whenever the employer forms a qualifying trust or changes its investment policy.
- An employer should perform a valuation whenever the employer adds or terminates a group of participants that constitutes a significant part of the covered group.

We recommend Pacific Grove USD take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the District should review the actuarial assumptions in Appendix C carefully. If the District has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the District should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

PART VI: APPENDICES**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the District personnel records.
- We used relevant sections of collective bargaining agreements provided by the District.

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APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the District wants more refined estimates for decision-making, we recommend additional investigation.

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APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Pacific Grove USD to understand that the appropriateness of all selected actuarial assumptions and methods are Pacific Grove USD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 74 and 75, applicable actuarial standards of practice, Pacific Grove USD's actual historical experience, and TCS's judgment based on experience and training.

ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: GASB 74/75 require use of the entry age actuarial cost method.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The APVPBP and present value of future service costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the service cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees). This greatly simplifies administration and accounting; as well as resulting in the correct service cost for new hires.

SUBSTANTIVE PLAN: As required under GASB 74 and 75, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Pacific Grove USD regarding practices with respect to employer and employee contributions and other relevant factors.

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ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.75% per year used for pension purposes. Actuarial standards require using the same rate for OPEB that is used for pension.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 3.8% per year net of expenses. This is based on the Bond Buyer 20 Bond Index.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. Since benefits do not depend on salary (as they do for pensions), using an aggregate payroll assumption for the purpose of calculating the service cost results in a negligible error.

FIDUCIARY NET POSITION (FNP): The following table shows the beginning and ending FNP numbers that were provided by Pacific Grove USD.

Fiduciary Net Position as of June 30, 2018

	<u>06/30/2017</u>	<u>06/30/2018</u>
Cash and Equivalents	\$0	\$0
Contributions Receivable	\$0	\$0
Total Investments	\$0	\$0
Capital Assets	\$0	\$0
Total Assets	\$0	\$0
Benefits Payable	\$0	\$0
Fiduciary Net Position	\$0	\$0

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NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35). See Appendix E, Paragraph 52 for more information.

MORTALITY

<i>Participant Type</i>	<i>Mortality Tables</i>
Certificated	2009 CalSTRS Mortality
Classified	2014 CalPERS Active Mortality for Miscellaneous Employees

RETIREMENT RATES

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	2009 CalSTRS Retirement Rates
Classified	Hired before 1/1/2013: 2009 CalPERS Retirement Rates for School Employees Hired after 12/31/2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2% @60 adjusted to minimum retirement age of 52

VESTING RATES

<i>Employee Type</i>	<i>Vesting Rate Tables</i>
Certificated	100% at 10 Years of Service
Classified	100% at 10 Years of Service

COSTS FOR RETIREE COVERAGE

Retiree liabilities are based on actual retiree premium plus an implicit rate subsidy of 19.3% of non-Medicare medical premium. Liabilities for active participants are based on the first year costs shown below, which include the implicit rate subsidy. Subsequent years' costs are based on first year costs adjusted for trend and limited by any District contribution caps.

<i>Employee Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	\$13,999	Dental and Vision: \$892 Medical: \$1,824
Classified	\$11,051	\$600
Confidential	\$11,744	Dental and Vision: \$892 Medical: \$1,800
Management	\$17,145	

PARTICIPATION RATES

<i>Employee Type</i>	<i><65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	100%	90% 100%
Classified	100%	100%
Confidential	100%	95% 100%
Management	100%	

TURNOVER

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2009 CalSTRS Termination Rates
Classified	2009 CalPERS Termination Rates for School Employees

SPOUSE PREVALENCE

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To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS

Aging factors are based on large insurance company experience for major medical coverage.

Total Compensation Systems, Inc.**APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE****ELIGIBLE ACTIVE EMPLOYEES**

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Under 25	0	0	0	0	0
25-29	16	8	8	0	0
30-34	19	12	7	0	0
35-39	30	18	9	3	0
40-44	30	17	10	1	2
45-49	44	27	14	0	3
50-54	40	27	10	0	3
55-59	36	15	17	1	3
60-64	32	13	17	0	2
65 and older	17	3	13	1	0
Total	264	140	105	6	13

ELIGIBLE RETIREES

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Under 50	0	0	0	0	0
50-54	1	1	0	0	0
55-59	2	1	1	0	0
60-64	17	9	4	2	2
65-69	44	33	8	2	1
70-74	40	25	13	1	1
75-79	16	11	5	0	0
80-84	19	13	4	0	2
85-89	7	4	3	0	0
90 and older	7	3	3	0	1
Total	153	100	41	5	7

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APPENDIX E: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES

This report does not necessarily include the entire accounting values. As mentioned earlier, there are certain deferred items that are employer-specific. The District should consult with its auditor if there are any questions about what, if any, adjustments may be appropriate.

GASB 74/75 include a large number of items that should be included in the Note Disclosures and Required Supplementary Information (RSI) Schedules. Many of these items are outside the scope of the actuarial valuation. However, following is information to assist the District in complying with GASB 74/75 disclosure requirements:

Paragraph 50: Information about the OPEB Plan

Most of the information about the OPEB plan should be supplied by Pacific Grove USD. Following is information to help fulfill Paragraph 50 reporting requirements.

50.c: Following is a table of plan participants

	Number of Participants
Inactive Employees Receiving Benefits	153
Inactive Employees Entitled to But Not Receiving Benefits*	0
Participating Active Employees	264
Total Number of participants	417

*We were not provided with information about any terminated, vested employees

Paragraph 51: Significant Assumptions and Other Inputs

shown in Appendix C.

Paragraph 52: Information Related to Assumptions and Other Inputs

The following information is intended to assist Pacific Grove USD in complying with the requirements of Paragraph 52.

52.b: Mortality Assumptions Following are the tables the mortality assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Mortality Table	2009 CalSTRS Mortality
Disclosure	The mortality assumptions are based on the 2009 CalSTRS Mortality table created by CalSTRS. CalSTRS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalSTRS analysis.

Total Compensation Systems, Inc.

Mortality Table	2014 CalPERS Retiree Mortality for Miscellaneous Employees
Disclosure	The mortality assumptions are based on the 2014 CalPERS Retiree Mortality for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.
Mortality Table	2014 CalPERS Active Mortality for Miscellaneous Employees
Disclosure	The mortality assumptions are based on the 2014 CalPERS Active Mortality for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

52.c: Experience Studies Following are the tables the retirement and turnover assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Retirement Tables

Retirement Table	2009 CalSTRS Retirement Rates
Disclosure	The retirement assumptions are based on the 2009 CalSTRS Retirement Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2009 CalPERS 2.0% @60 Rates for Miscellaneous Employees
Disclosure	The retirement assumptions are based on the 2009 CalPERS 2.0% @60 Rates for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2009 CalPERS Retirement Rates for School Employees
Disclosure	The retirement assumptions are based on the 2009 CalPERS Retirement Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

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Turnover Tables

Turnover Table	2009 CalSTRS Termination Rates
Disclosure	The turnover assumptions are based on the 2009 CalSTRS Termination Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Table	2009 CalPERS Termination Rates for School Employees
Disclosure	The turnover assumptions are based on the 2009 CalPERS Termination Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

For other assumptions, we use actual plan provisions and plan data.

52.d: The alternative measurement method was not used in this valuation.

52.e: NOL Using alternative trend assumptions The following table shows the Net OPEB Liability with a health care cost trend rate 1% higher and 1% lower than assumed in the valuation.

	Trend 1% Lower	Valuation Trend	Trend 1% Higher
Net OPEB Liability	\$8,253,907	\$10,084,431	\$12,334,200

Paragraph 53:

Discount Rate

The following information is intended to assist Pacific Grove USD to comply with Paragraph 53 requirements.

53.a: A discount rate of 3.8% was used in the valuation.

53.b: We assumed that contributions would be sufficient to fully fund the obligation over a period not to exceed 30 years.

53.c: There are no plan assets.

53.d and 53.e.: Bond Buyer 20

53.f: There are no plan assets.

53.g: The following table shows the Net OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation.

	Discount Rate 1% Lower	Valuation Discount Rate	Discount Rate 1% Higher
Net OPEB Liability	\$10,995,747	\$10,084,431	\$9,275,298

Paragraph 55:

Changes in the Net OPEB Liability

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Please see reconciliation on page 9. Please see the notes for Paragraph 244 below for more information.

Paragraph 56: **Additional Net OPEB Liability Information**

The following information is intended to assist Pacific Grove USD to comply with Paragraph 56 requirements.

- 56.a: The valuation date is June 30, 2017.
The measurement date is June 30, 2018.
- 56.b; 56.c; 56.d; 56.e; 56.f: Not applicable
- 56.g: To be determined by the employer
- 56.h.(1) through (4): Not applicable
- 56.h.(5): To be determined by the employer
- 56.i: Not applicable

Paragraph 57: **Required Supplementary Information**

- 57.a: Please see reconciliation on page 9. Please see the notes for Paragraph 244 below for more information.
- 57.b: These items are provided on page 9 for the current valuation, except for covered payroll, which should be determined based on appropriate methods.
- 57.c: We have not been asked to calculate an actuarially determined contribution amount.
We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 21 years.
- 57.d: We are not aware that there are any statutorily or contractually established contribution requirements.

Paragraph 58: **Actuarially Determined Contributions**

We have not been asked to calculate an actuarially determined contribution amount. We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 21 years.

Paragraph 244: **Transition Option**

Prior periods were not restated due to the fact that prior valuations were not rerun in accordance with GASB 75. It was determined that the time and expense necessary to rerun prior valuations and to restate prior financial statements was not justified.

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APPENDIX F: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

EXPERIENCE GAINS AND LOSSES

**Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Experience Gains and Losses
(Measurement Periods)**

Measurement Period	Experience Gain/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2017	2018	Amounts to be Recognized in OPEB Expense after 2018	2019	2020	2021	2022	2023	Thereafter
2017-18	\$0	0	\$0	\$0	\$0						
Net Increase (Decrease) in OPEB Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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CHANGES OF ASSUMPTIONS

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Changes of Assumptions (Measurement Periods)

Measurement Period	Changes of Assumptions	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2017	2018	Amounts to be Recognized in OPEB Expense after 2018	2019	2020	2021	2022	2023	Thereafter
2017-18	(\$280,400)	7.3	\$0	(\$38,411)	(\$241,989)	(\$38,411)	(\$38,411)	(\$38,411)	(\$38,411)	(\$38,411)	(\$49,934)
Net Increase (Decrease) in OPEB Expense			\$0	(\$38,411)	(\$241,989)	(\$38,411)	(\$38,411)	(\$38,411)	(\$38,411)	(\$38,411)	(\$49,934)

Total Compensation Systems, Inc.

INVESTMENT GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Investment Gains and Losses (Measurement Periods)

Measurement Period	Investment Gain/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2017	2018	Amounts to be Recognized in OPEB Expense after 2018	2019	2020	2021	2022	2023	Thereafter
2017-18	\$0	0	\$0	\$0	\$0						
Net Increase (Decrease) in OPEB Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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APPENDIX G: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service. The only actuarial cost method allowed under GASB 74/75 is the entry age actuarial cost method.
<u>Actuarial Present Value of Projected Benefit Payments:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation or measurement date.
<u>Deferred Inflows/Outflows of Resources:</u>	A portion of certain items that can be deferred to future periods or that weren't reflected in the valuation. The former includes investment gains/losses, actuarial gains/losses, and gains/losses due to changes in actuarial assumptions or methods. The latter includes contributions made to a trust subsequent to the measurement date but before the statement date.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower service costs and total OPEB liability.
<u>Fiduciary Net Position:</u>	Net assets (liability) of a qualifying OPEB "plan" (i.e. qualifying irrevocable trust or equivalent arrangement).
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees and the employer is expected, in the long run, to pay the underlying cost of retiree benefits.
<u>Measurement Date:</u>	The date at which assets and liabilities are determined in order to estimate TOL and NOL.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Liability (NOL):</u>	The Total OPEB Liability minus the Fiduciary Net Position.
<u>OPEB Benefits:</u>	Other Post Employment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>OPEB Expense:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Service Cost plus interest on the Total OPEB Liability (TOL) plus change in TOL due to plan changes minus projected investment income; all adjusted to reflect deferred inflows and outflows of resources.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower

Total Compensation Systems, Inc.

participation rate results in lower service cost and a TOL. The participation rate often is related to retiree contributions.

Retirement Rate:

The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with the service requirement to reflect both age and length of service). The more likely employees are to retire early, the higher service costs and actuarial accrued liability will be.

Service Cost:

The annual dollar value of the “earned” portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.

Service Requirement:

The proportion of retiree benefits payable under the OPEB plan, based on length of service and, sometimes, age. A shorter service requirement increases service costs and TOL.

Total OPEB Liability (TOL):

The amount of the actuarial present value of projected benefit payments attributable to employees’ past service based on the actuarial cost method used.

Trend Rate:

The rate at which the employer’s share of the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher service costs and TOL.

Turnover Rate:

The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce service costs and TOL.

Valuation Date:

The date as of which the OPEB obligation is determined by means of an actuarial valuation. Under GASB 74 and 75, the valuation date does not have to coincide with the statement date, but can’t be more than 30 months prior.

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

SUBJECT: Forest Grove Elementary School Site Handbook

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Buck Roggeman, Forest Grove Elementary School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the Forest Grove Elementary School site handbook for the 2019-20 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting. The major editing of the handbook occurs over the summer.

Changes will include:

- Clarifying and streamlining student expectations
- Suggestions for parents to support their children
- Inclusion of the Toolbox Social-Emotional Learning program that will be implemented at Forest Grove beginning in Fall 2019
- Description of alternative discipline measure that may be used when students are in violation of school rules

*School Calendar and Staff Lists will be updated at a later date. Also, a new cover letter will be added in the fall.

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Robert H. Down Elementary 2019-20 Handbook

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Sean Keller, Robert H. Down Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the 2019-20 Robert H. Down Elementary Handbook.

BACKGROUND:

The PGUSD Board of Education is tasked annually with approving school site handbooks.

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

INFORMATION:

Updates to the 2019-20 Robert H. Down Handbook include the following:

Page 7 – Opening and Locking of gates throughout the school day and weekend.

Page 8 – Information changed for unexcused absences section to provide truancy rule after three unexcused absences.

Page 11 – Electronic Devices/Cell Phone Elementary Board Regulation added.

Page 12 – Added section explaining CA Assessment of Student Performance and Progress (CAASPP).

Page 13 – Modified Campus Safety/Emergency Guidelines to math Safety Plan protocols.

Page 18 – Added School to Home Communication to explain Illuminate email/text system (Bright Arrow).

Page 20 – Modified Suspension section to discuss Student Alternative Discipline to promote district move toward Restorative, Reflective, and Instructional approach to student behavior issues.

Page 25 – Added Safety Committee to options for parent leadership opportunities.

Page 25 – Added Toolbox social emotional support program poster for parents to use at home with students.

Some minor adjustments may be made for change in personnel, room locations, and schedules based on feedback from auditors.

FISCAL IMPACT:

None

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Pacific Grove Middle School Site Handbook

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Middle School site handbook for the 2019-20 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

The following changes were suggested by the work of the PGMS Handbook Committee. The committee consists of three teachers, one classified staff, and one administrator. Input was requested from all other staff, as well, via comments added to a shared Google Doc version of the 17-18 Handbook.

Changes to this version:

- Moved Mission of PGUSD and PGMS to the first page for greater visibility
- All Course Descriptions updated to reflect current practice, standards, and texts.
- Updated disciplinary options for chronic tardies
- Clarified communication options (specifically, Illuminate and Bright Arrow)
- Updated promotion requirements to reflect “accredited and approved online programs” as an option in lieu of Summer School.
- Added rule to not allow students to order food delivery to campus
- Clarified frequency of progress reports to reflect two progress report windows, each six weeks prior to the end of the semester, in addition to Quarter grades, which also serve as a progress report.
- Clarified policies regarding delivery of student messages, food, homework, etc.
- Added description of and window for Ca Fitness Testing.
- Updated consequences for excessive tardies.
- Added “smart watches” to list of electronics that must remain in lockers and off.
- Other changes include: formatting, semantics, and small changes to increase reader’s understanding of school policies and practices.

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Pacific Grove High School Site Handbook

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2019-20 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting. Pacific Grove updates its Student Handbook annually for Board Approval. All school rules and regulations along with information regarding SAT/ACT/AP testing, eligibility, graduation requirements, behavior expectations, etc. is included and provided to all students.

INFORMATION:

All necessary staff contact information will be updated in June before Handbook is sent to Jostens for publication. Changes/updates to the PGHS 2019-20 Student Handbook include:

- Page 3 – Updated School Vision
- Pages 5-7 - Updated School Directory, School-Wide Learning Outcomes (SLOs), & Calendar
- Page 11 - Updated CAASPP Testing Week Schedule
- Page 16 - Updated Attendance Codes
- Page 20 - Updated Tardy policy. Teachers are given access via Illuminate to issue a detention after the 4th tardy in class. Students that do not attend issued Saturday School will be denied access to purchase dance tickets. When requested by Admin., Parent/Guardian shadows student to detention to guarantee arrival to detention if student has refused to attend previously.
- Page 22 - Updated Tardy Sweep Policy - Any student failing to show for a Saturday School detention will lose their extracurricular privileges (pertaining to a Tardy Sweep).
- Page 30 - Updated Testing Calendar
- Page 35 - Updated Student Health info (related to parent/guardian)
- Pages 46 - Updated PGHS Extra-Curricular Alcohol-Tobacco-Drug Policy to match PGUSD Athletic Agreement contract
- *Pages 43 & 47 - dealing with eligibility for extra-curricular activities may change based on board recommendations.

FISCAL IMPACT:

Handbooks historically have been provided free of charge through Jostens Yearbook, however, this may not be the case next year.

- ☒ Consent
☐ Information/Discussion
☐ Action/Discussion

SUBJECT: Pacific Grove Community High School Site Handbook

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Matt Bell, Pacific Grove Community High School Principal
Brad Woodyard, Teacher-in-Charge

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Community High School site handbook for the 2019-2020 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting. The Handbook serves as a guide to all students and parents in our school. Yearly additions and edits are made so that the handbook reflects the current guidelines and policies of the school.

INFORMATION:

Changes/updates to the PGCHS 2019-2020 Student and Parent Handbook include:

- Page 3 – Updated school, staff, and district information.
- Page 4 – Updated the 2019-2020 calendar.
- Page 9 – The wording changed in **Non-graduates** section to clarify that all requirements need to be completed before the start of the new school year.
- Page 18 – The **Harassment** section was updated to **Nondiscrimination/Harassment** and information now matches the *Rights and Responsibilities, Information for Parents, Guardians and Students* handbook.
- Page 21 – The **Suspension/Expulsion Policies** section was updated to **Suspension and Expulsion/Due Process** and information now matches the *Rights and Responsibilities, Information for Parents, Guardians and Students* handbook.
- Page 24 – The **PGUSD Policy for Bullying/Cyberbullying** section was updated to **Bullying/Cyberbullying** and information was updated to match the *Rights and Responsibilities, Information for Parents, Guardians and Students* handbook.
- Page 27 – **Appendix A Individualized Learning Plan (ILP)** updated to new format.
- Page 28 – **Community High School Harassment Contract** updated to a **Nondiscrimination/Harassment Contract** and updated to align with Policy #5145.3 and the Pacific Grove Community High School Behavior Contract.
- Page 30 – **Appendix D Justifiable Absence Request** updated to new form.
- Previous **Appendix D School Nonperformance Contract** was removed as it is no longer in use.

FISCAL IMPACT:

None

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

SUBJECT: Pacific Grove Adult Education Site Handbook

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Adult Education site handbook for the 2019-2020 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting. A hard copy is given to each staff member and is available in the staff room and front office of the school.

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: Resolution No. 1027 “California Day of the Teacher” and “Teacher Appreciation Week”

DATE: April 25, 2019

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1027 proclaiming the week of May 6, 2019 through May 10, 2019 as Teacher Appreciation Week and specifically Wednesday, May 8, 2019 as “California Day of the Teacher” (EC 37222.10).

BACKGROUND AND INFORMATION:

During the early 1970’s, The Association of Mexican-American Educators (AMAE) adopted the Mexican tradition of annually recognizing teachers and began organizing related events throughout the state. In 1985, AMAE sponsored legislation (incorporated in Education Code Section 37222.10) to establish the Day of the Teacher to be observed each year on the second Wednesday in May.

Teachers play an important role in our society fulfilling the responsibility to educate all children. The State of California has declared the second Wednesday in May as “California Day of the Teacher.” Therefore, we recognize our teachers with a resolution proclaiming May 6, 2019 through May 10, 2019 as Teacher Appreciation Week whereby citizens confirm and support parent teacher partnerships and specifically May 8, 2019 as “California Day of the Teacher.”

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1027 Proclaiming

**“CALIFORNIA DAY OF THE TEACHER” and
“TEACHER APPRECIATION WEEK”**

WHEREAS, teachers personify our society’s belief that universal public education is key to meeting the challenges of a changing world and the influence of a good teacher continues long after school days are only memories; and

WHEREAS, teachers demonstrate and share their love of learning in the classroom every day and fill many roles: as listeners, explorers, role models, motivators, and mentors; and, by doing so, are partners with parents and the community in inspiring students’ dreams and laying the foundation for them to be good citizens; and

WHEREAS, teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop and where teachers reach out to foster the well-being of each student, regardless of ability, social or economic background, race, or ethnic origin or religion; and

WHEREAS, the Board does applaud the unique and highly specialized skills and dedication required to meet the varied needs of the young people served by the District’s instructional programs and recognize that the quality of all student’s educational experiences depends significantly and vitally upon the quality of their teachers who are entrusted with fulfilling the mission of education to prepare our students for the future; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that Resolution 1027 be adopted to observe May 6, 2019 through May 10, 2019 as Teacher Appreciation Week and specifically May 8, 2019 as the “CALIFORNIA DAY OF THE TEACHER” by taking time to remember and salute the teachers who mold and educate our children, impact and enrich our lives, and thereby, are critical to the constant transformation of our society.

Passed and Adopted on the Twenty Fifth Day of April, 2019

John Paff, President

Brian Swanson, Clerk

Debbie Crandell, Board Member

Cristy Dawson, Board Member

John Walton, Board Member

Ralph Porras, Superintendent



- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: Resolution No. 1028 Classified School Employee Week

DATE: April 25, 2019

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1028 proclaiming May 19 – 25, 2019 as “Classified School Employee Week.”

INFORMATION AND BACKGROUND:

In 1986, California School Employees Association sponsored state legislation to create Classified School Employee Week. Since then, California public schools has taken one week each May to recognize the outstanding efforts and contributions of its classified school workers.

Classified school employees play crucial roles in education. From the time students board a school bus to the time that they head home at the end of the day, every aspect of their educational experience is impacted by a classified school employee. Classified staff includes school bus drivers, secretaries, clerical staff, food service, instructional assistants, maintenance personnel, custodians, and others. Classified school employees transport students, feed students, teach them vital skills, and ensure that our schools are operating smoothly and safely.

We therefore recognize Classified School Employees by Board Resolution, proclaiming “Classified School Employee Week” May 19-25, 2019.

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1028 Proclaiming

“CLASSIFIED SCHOOL EMPLOYEE WEEK”

WHEREAS, the Legislature of the State of California has declared that May 19-25, 2019 shall be “**CLASSIFIED SCHOOL EMPLOYEE WEEK**.” a time to recognize the many contributions of classified school employees to public education; and

WHEREAS, the education of our youth is imperative to our society, to California, to our nation, our world; and

WHEREAS, our District’s classified school employees are skilled personnel who serve our students and play important roles in the establishment and promotion of a positive instructional environment; and

WHEREAS, our classified staff are dedicated individuals who perform outstanding work and have continued to offer exceptional support for our students, teachers, and administration;

WHEREAS, our classified employees deserve rightful recognition and public celebration for their caring, their deeds, and the incalculable contributions they have made to California’s public education system;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that **Resolution 1028** be adopted to observe **CLASSIFIED SCHOOL EMPLOYEE WEEK** during the time of May 19-25, 2019 as an opportunity to acknowledge the achievements and contributions of classified school employees in our system of public education.

Passed and Adopted on the twenty fifth Day of April 2019

John Paff, President

Brian Swanson, Clerk

Debbie Crandell, Board Member

Cristy Dawson, Board Member



John Walton, Board Member

Ralph Gomez Porras, Superintendent

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: California School Board Association Delegate Assembly Run-Off Election

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and consider an optional vote for the California School Board Association (CSBA) Delegate Assembly Run-Off Election.

BACKGROUND:

The members of the Delegate Assembly Election Committee met on March 22, 2019 to count and certify ballots for the election for Delegate Assembly. A tie for a seat occurred in our District's sub-region, resulting in a need for a run-off election.

INFORMATION:

One vacancy is available for Delegate Assembly. The Board must vote for one Delegate. Candidates include Jon Hill of Monterey Peninsula Unified School District, or Kathryn Ramirez of Salinas City Elementary School District. 2019 Delegate Assembly Candidate Biographical Sketch Form and resume for each candidate are attached.

FISCAL IMPACT:

None.



**TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE TUESDAY, APRIL 30, 2019**

March 25, 2019

MEMORANDUM

To: All Board Presidents, Superintendents, and Primary Contacts
CSBA Member Boards of Education in Subregion 9-B

From: Emma Turner, President

Re: 2019 CSBA Delegate Assembly Run-off Election
U.S. Postmark Deadline – Tuesday, April 30, 2019

The members of the Delegate Assembly Election Committee met on March 22 to count and certify the ballots for election to the Delegate Assembly. A tie for a seat on the DA occurred in your Subregion resulting in the need for a run-off election to be held.

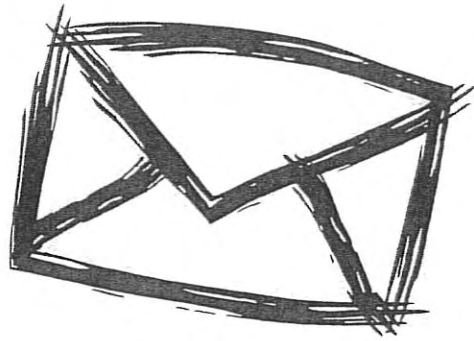
Enclosed is the ballot material for this run-off election; it consists of:

- The run-off ballot (on turquoise paper) and a watermark COPY on white paper
- List of all current members of the Delegate Assembly from the entire Region as of today
- Candidates' required biographical sketch form and optional resume, if submitted

Only the run-off ballot on turquoise paper is to be completed and returned in the enclosed envelope. If the envelope is misplaced, you may use your district or COE stationery. Please write **DELEGATE ELECTION – RUN-OFF BALLOT** on the envelope. **Run-off ballots must be postmarked by the U.S. Post Office on or before Tuesday, April 30, 2019. No exceptions are allowed.**

The ballots will be counted on May 6 and the candidates will be notified of the results immediately, should a second tie occur, the Regional Director will cast the tie-breaking vote. Delegates in the run-off election serve two-year terms effective the day the run-off votes are counted through March 31, 2021. The next meeting of the **Delegate Assembly is on Saturday, May 18 – Sunday, May 19 at the Hyatt Regency in Sacramento.** Please do not hesitate to contact the Executive Office at CSBA should you have any questions.

Thank you.



- RUN-OFF BALLOTS SHOULD BE RETURNED IN THE ENVELOPE PROVIDED BY CSBA
- IF THE ENCLOSED ENVELOPE IS MISPLACED, PLEASE USE YOUR STATIONERY
- ON THE BOTTOM LEFT CORNER OF THE ENVELOPE, WRITE IN THE REGION OR SUBREGION NUMBER (THIS NUMBER APPEARS ON THE TOP OF THE RUN-OFF BALLOT)

RETURN TO:

CSBA
DELEGATE ASSEMBLY ELECTIONS/Run-Off
3251 BEACON BLVD.
WEST SACRAMENTO, CA 95691



IMPORTANT DELEGATE ASSEMBLY NOMINATION AND ELECTION 2019 DATES

Important 2019 Dates:

- **Monday, January 7:** U.S.P.S. postmarked, fax, or email deadline for *required* Nomination and Candidate Biographical Sketch Forms
- By Friday, February 1: Ballots mailed to Member Boards
- February 1 – March 15: Boards vote for Delegates
- Friday, March 15: Deadline for the ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)
- By Saturday, March 30: Ballots to be tallied
- By Monday, April 1: Election results, except for run-offs, posted on CSBA's Web site
- Tuesday, April 30: Deadline for run-off ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)

CSBA Delegate Assembly Meeting Dates in 2019

- Saturday, May 18 – Sunday, May 19, Sacramento
- Wednesday, December 4 – Thursday, December 5, San Diego

RUN-OFF BALLOT

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **TUESDAY, APRIL 30, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT
SUBREGION 9-B
(Monterey County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning May 6, 2019 - March 31, 2021

**denotes incumbent*

☐

Jon Hill (Monterey Peninsula USD)

☐

Kathryn Ramirez (Salinas City ESD)

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 9 – 8 Delegates (8 elected)

Director: Tami Gunther (Atascadero USD)

Below is a list of all the current Delegates from this Region.

Subregion 9-A (San Benito, Santa Cruz)

Phil Rodriguez (Soquel Union ESD), term expires 2020

Deborah Tracy-Proulx (Santa Cruz City Schools), term expires 2020

George Wylie (San Lorenzo Valley USD), term expires 2021

Subregion 9-B (Monterey)

Rita Patel (Carmel USD), term expires 2020

Vacant, term expires 2019

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD), term expires 2020

Vicki Meagher (Lucia Mar USD), term expires 2021

County Delegate:

Rose Filicetti (Santa Cruz COE), term expires 2021

Counties

San Benito, Santa Cruz (Subregion A)

Monterey (Subregion B)

San Luis Obispo (Subregion C)

RUN-OFF BALLOT

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **TUESDAY, APRIL 30, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT SUBREGION 9-B (Monterey County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning May 6, 2019 - March 31, 2021

**denotes incumbent*

☐

Jon Hill (Monterey Peninsula USD)

☐

Kathryn Ramirez (Salinas City ESD)

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 9 – 8 Delegates (8 elected)**Director: Tami Gunther (Atascadero USD)****Below is a list of all the current Delegates from this Region.****Subregion 9-A (San Benito, Santa Cruz)**

Phil Rodriguez (Soquel Union ESD), term expires 2020
Deborah Tracy-Proulx (Santa Cruz City Schools), term expires 2020
George Wylie (San Lorenzo Valley USD), term expires 2021

Subregion 9-B (Monterey)

Rita Patel (Carmel USD), term expires 2020
Vacant, term expires 2019

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD), term expires 2020
Vicki Meagher (Lucia Mar USD), term expires 2021

County Delegate:

Rose Filicetti (Santa Cruz COE), term expires 2021

Counties

San Benito, Santa Cruz (Subregion A)
Monterey (Subregion B)
San Luis Obispo (Subregion C)



2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: December 16, 2018

Name: <u>Jon Hill</u>	CSBA Region & subregion #: <u>9B</u>
District or COE: <u>Monterey Peninsula Unified School District</u>	Years on board: <u>7</u>
Profession: <u>educator/HR professional</u>	Contact Number (please V <input type="checkbox"/> Cell <input checked="" type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>831-747-1272</u>
*Primary E-mail: <u>jhill@mpusd.k12.ca.us</u>	
(*Communications from CSBA will be sent to primary email)	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, year you became Delegate: _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I am interested in becoming a Delegate to apply my previous experience as a state-level policy leader. For 17 years I was a county superintendent in Oregon and an active participant in numerous school-based associations. I also served on Teacher Standards and Practices Commission (the teacher licensing board) and Oregon State Bar Board of Governors. I participated in many ad hoc committees convened by the governor, state legislature and superintendent of public instruction. Accomplishments were Oregon Quality Education Model design, funding models for small/remote schools, provision of equitable services for children in remote communities, and major reform of education service districts.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

I currently serve as Clerk/Vice President and previously was Board President for two and one-half terms. I also serve on Monterey Bay National Marine Sanctuary as a representative of education and am active in my local neighborhood association. I previously served City of Monterey on the Architectural Review Committee. I am on a first-name basis with all city council members and the mayor. I am genuinely interested in how government works, and how citizens can work together to make our community better.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest challenge facing school boards is reliable and adequate funding. To the degree funding is a yo-yo of feast/famine, it is difficult to build and sustain high quality programs. Increasing retirement costs are a known challenge, but state leaders are slow to address the challenge. A significant challenge is the degree to which the legislature regulates schools in a manner that sometimes makes it difficult for school boards to best serve their students and communities. Legislation too often forces strategies that may work well or meet needs in some communities, but which are counterproductive in other communities.

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

JONATHAN HILL EDD, PHR

2300 Prescott Avenue, Monterey, California 93940
 dr.jon.hill@gmail.com — (831) 747-1272 residence — (831) 737-2374 cell

OBJECTIVE

To advocate for public school students as a member of California School Boards' Delegate Assembly.

QUALIFICATIONS

Extensive experience as a board member ranging from local non-profits to private foundations, state and national associations, National Oceanic and Atmospheric Administration (Monterey Bay National Marine Sanctuary Advisory Committee) and state-level policy boards. Seven years of experience as a local school district trustee.

Considerable experience working in all three branches of government at the state level.

Transformed two under-performing regional education cooperatives into world class models through assessing infrastructure and cultures, developing multi-layer strategic plans, and engaging Boards of Directors, managers, staff, and other stakeholders and communities at-large. Provided hands-on leadership making significant changes in policies and operating practices, including measuring effectiveness and widely reporting organizational performance. Seventeen years of experience as a county superintendent.

Considerable experience as a community leader advancing a progressive agenda, including moving initiatives through large, complex systems. Twice elected to public office.

Experience and training as a presenter and trainer on leadership, employee supervision, strategic planning, systems change and organizational culture at various local, state and national venues.

Experience and training evaluating organizational performance at the local, state and national levels including Baldrige Performance Excellence Program and California Council for Excellence.

Well-developed communication skills honed as a scholar, administrator, teacher and free-lance writer.

Adept moving between global and detail points of view, so leadership, communications and performance metrics are visionary yet practical.

EMPLOYMENT HISTORY

Senior Human Resources Analyst, Monterey County Health Department, Salinas, California 2013 - 2016.

Responsible for complex human resource issues primarily in the areas of employee relations, labor relations and equal opportunity with adjunct recruitment duties. Completed National Institute for Workplace Investigators training.

Associate Human Resources Analyst, Monterey County, Salinas, California, 2011 – 2013. Created progressive discipline guidelines, templates, examples and related materials that are commonly accessed on County's intranet. Trained supervisors and managers in performance management.

Adjunct Professor, Human Resources, Southern Oregon University, Ashland, Oregon, 2011.

Superintendent, Douglas Education Service District, Roseburg, Oregon 2003 – 2009. Chief executive officer for a regional education service agency governed by a publicly elected board. The district employed 800 staff, serving 14,800 students enrolled in 13 local school districts. Outcome measures reflected world-class performance.

Superintendent, Lake County Education Service District, Lakeview, Oregon, 1992 – 2003. Chief executive officer for a regional education service agency governed by a publicly elected board. The district employed 21 staff, served 1,200 students enrolled in 5 local school districts in a jurisdiction of 8,359 square miles.

Principal, Program Specialist, and teacher in Washington, Oregon and California

EDUCATION

Doctor of Education	Leadership & Administration	Loma Linda University	Riverside, CA
Specialist in Education	Ed Administration & Higher Ed	University of Nevada	Las Vegas, NV
Master of Arts in Teaching	Curriculum & Instruction	Lewis & Clark College	Portland, OR
---	teaching credential	Portland State University	Portland, OR
Bachelor of Arts	Political Science	Willamette University	Salem, OR

CERTIFICATIONS

Standard Teaching Credential, California Commission for Teacher Credentialing

Administrative Service Credential, California Commission for Teacher Credentialing

PHR, Professional in Human Resources, Human Resource Certification Institute (HRCI)

December 16, 2018

2019 Delegate Assembly Candidate Biographical Sketch Form

DUE: Monday, January 7, 2019 – no late submissions accepted

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Kathryn Ramirez

Digitally signed by Kathryn Ramirez
 Date: 2018.12.04 19:38:02 -08'00'

Date: 12/4/2018

Name: Kathryn Ramirez

CSBA Region & subregion #: 9b

District or COE: Salinas City Elementary School District

Years on board: 15

Profession: Teacher

Contact Number (please V ☒ Cell ☐ Home ☐ Bus.): 831-229-9388

*Primary E-mail: ramirezforschoolboard@gmail.com

(*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)

I have served as a CSBA Board Director for the last 6 years. I have been very active within CSBA serving on various committees to include the Education Legal Alliance Committee, Bylaws Committee, Audit Committee, Golden Bell Committee, and Council of Presidents. Before I was elected to the CSBA board I served as a delegate for region 9. I have testified before the California State Board of Education on behalf of CSBA's positions regarding the LCAP several times. I actively participate at all CSBA Board of Directors meetings and have kept the board apprised of my activities as they relate to CSBA through reports to the board and presentations before the delegate assembly.

Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)

CSBA Masters in Governance, Graduate

CSBA Board of Directors: Director at Large, Hispanic 2012-2018, CSBA Delegate, Region 9b 2006-2012, CSBA Education Legal Alliance Committee Member, CSBA Bylaws Committee Member, CSBA Audit Committee Member, CSBA Golden Bell Committee Member, CSBA Legislative Committee Member, CSBA Council of Presidents Member, CSBA Bylaws Committee Member, Annual Education Conference Committee, Member Nominating Committee, Member, CSBA Annual Education Conference Presenter (How to be a Leader in CSBA), CSBA Governmental Relations Chair for local Assembly Members.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)

The biggest challenge facing school districts is adequate school funding. Through the LCFF and LCAP we must ensure equity when addressing the needs of our subgroups in the funding model, which includes our homeless, foster, and students with disabilities. CSBA needs to remain diligent by supporting our government relations department to ensure our education funds are fully funded! CSBA is an advocate to school districts by continuing to work through its governmental relations department by analyzing ALL bills that impact K-12 education and continues to coordinate with the Legislative Committee formulating the associations legislative positions on the most critical education proposals

E-mail: nominations@csba.org, or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

California School Board Association:

Board of Directors: Director at Large, Hispanic 2012-Present (6 years)

Delegate, Region 9b (6 years)

2018-present CSBA Education Legal Alliance Committee Member

2018-present CSBA Bylaws Committee Member

2017-Present CSBA Audit Committee Member

2016 -2017 CSBA Golden Bell Committee Member

2015 -2016 CSBA Legislative Committee Member

2012-2018 CSBA Council of Presidents Member

2014-2015 CSBA Bylaws Committee Member

2011 Annual Education Conference Committee, Member

2010 Nominating Committee, Member

2010 Annual Education Conference **Presenter** (How to be a Leader in CSBA)

CSBA Governmental Relations Chair for Assembly Member Anna Caballero and Luis Alejo

Masters in Governance, Graduate

Board Presidents Workshop and New Board Members Orientation

Golden Bell Evaluator for Rancho Cielo, Silver Star Youth Programs. Salinas City Elementary School District's

Family Resource Center, and Monterey County District Attorney Truancy Program

Education:

Masters in Public Administration, Golden Gate University

Masters in Education Program (Curriculum and Instruction), California State University-Monterey Bay

Bachelor of Arts, Liberal Studies, California State University-Monterey Bay

Community Involvement, Volunteer Experience and Professional Affiliations

Salinas Union High School District, Board of Trustees

Salinas Union High School District, Board of Trustees, President

Salinas Union High School District, Board of Trustees, Vice President

California Latino School Board Association, Ex-Oficio Board Member

National Association of Latino Elected Officials, Member

California State University Monterey Bay Alumni Association, Lifetime member, Past Board Member

Salinas Union High School District Education Foundation, Past Ex-Oficio Board Member

Monterey County Citizens Corp Council, Past Council Member

Monterey County School Boards Training Committee – Chair (Former)

American Assoc. of University Women: Women-of-Color as Edu Leaders: A Career Pathways Conference Presenter

Adelante Mujer Hispana Conference, Salinas, CA – Keynote Speaker

California State University Monterey Bay Director of Writing Search Committee – Member

California State University Monterey Bay Students Services Task Force – Member

Leon Panetta Lecture series – Volunteer, 1998 (*Partial list*)

Work Experience:

Contra Costa County Office of Education, Parole Education Teacher

Soledad Unified School District and Salinas City Elementary School District, Third Grade Teacher

Network for a Healthy California at County of Monterey: Regional Media/Retail Program/Worksite Coordinator

Executive Director at Volunteer Center of Monterey County

Data Analyst at Northrop Grumman Mission Systems

Instructor at Heald College

Honors and Awards:

1. Inducted into Leadership Salinas Valley's Hall of Fame 2015, Salinas Valley Chamber of Commerce
2. Certificate of Recognition from California State Senators Alex Padilla and Jeff Denham. Health Leadership Program.
3. Certificate of Recognition from California State Assembly Member Anna Caballero. Health Leadership Program.

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

SUBJECT: Athletic Director Job Description

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Athletic Director job description as presented.

INFORMATION:

The job description presented reflects the current levels of work direction/assignment and expectations for the position of Athletic Director.

FUNDING:

No change. This position is currently accounted for in the budget.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ATHLETIC DIRECTOR
--

DEFINITION: Under the direction of the Principal or designee, the Athletic Director provides leadership, supervision, and organization to the PGHS Athletic Program in accordance with Title IX, California Interscholastic Federation, Education Code, Title 5 of the State Board of Education and District policies and regulations.

ESSENTIAL FUNCTIONS:

- Establish the safety and welfare of the players as the highest priority
- Recommend, direct, coordinate, administer, schedule and delegate scheduling, and carry out all duties and responsibilities of the athletic program guidelines described in Title IX, the rules and regulations of the California Interscholastic Federation (CIF), Education Code, Title 5 of the State Board of Education, the High School Handbook, and the Policies and Regulations of the District Board of Education
- Organize the program in relationship to coaching assignments, practice plans, officials, workers, security, transportation, emergency personnel, and facility use
- Schedule school athletic events including tournaments and invitationals
- Create and maintain a current coach's handbook
- Monitor athletic department purchase orders and position announcement requests
- Follow recruitment processes in accordance with the District Human Resources Department
- Maintain the department database of coaching information and training
- Coordinate all aspects of training, mentoring, certification and instruction of coaches, including good sportsmanship
- Develop, plan and share programs, speakers and resources that contribute in vital ways to the ongoing professional learning of each coach
- Assume and coordinate supervision of events and spectators for athletic events at home and away
- Conduct coach and parent meetings prior to the beginning of each sport season
- Schedule athletic physicals
- Provide leadership, demonstrate sportsmanship, and be a positive role model for coaches and student athletes
- Be knowledgeable and competent in the care and prevention of athletic injuries, coaching techniques, rules and regulations of sports being coached, and adolescent psychology as it relates to sports participation
- Serve as the liaison representing PGHS and the District with CIF, Sports Boosters, Parks and Recreation, and other community groups and facility users
- Provide for proper supervision of athletes during practice, in locker rooms, at contests, and on trips
- Train coaches to use discretion and positive psychology when providing constructive criticism and reprimanding players
- Maintain consistency in requiring that all coaches adhere to the established rules and standards of the game being played

POSITION TITLE: ATHLETIC DIRECTOR

- Track, record, distribute and collect equipment, supplies, keys and uniforms
- Properly instruct coaches in the safe use of equipment
- Do not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase their physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or American Medical Association
- Follow the rules of behavior and procedures for crowd control as established by Pacific Grove High School, the Pacific Coast Athletic League, and CIF
- Support and monitor athletic eligibility with regards to grades, attendance, conduct, physicals, and insurance so that it conforms to school, district, league and CIF standards
- Plan and manage the budget of the athletic program. Follow school and ASB budget policies and regulations. Ensure that fundraisers are approved by the Site Principal and/or Board as required
- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration
- Ensure that volunteer coaches and drivers are properly identified, have DOJ clearance prior to volunteering, and are appropriately insured and registered with the District Human Resources Department
- Provide information to the news media as required
- Perform other duties as assigned by the Principal/Designee

QUALIFICATIONS:***Knowledge of and Ability to:***

- Possess demonstrable working knowledge of the overall operation of the entire athletic program
- Possess knowledge of Title IX, California Interscholastic Federation (CIF), Education Code, and Title 5
- Possess knowledge and is competent in: 1) injury prevention; 2) emergency procedures; 3) coaching techniques; 4) skills, techniques, and rules of the sport being coached; 5) child psychology
- Knowledge of the general needs and behavior of children
- Work effectively in stressful situations
- Deal positively and effectively with students, staff, and community
- Successfully and appropriately train coaching staff

EDUCATION AND EXPERIENCE:

- Bachelors Degree in sports management, sports and recreation, physical education or a related field
- Minimum of 1 year paid experience organizing and monitoring an athletic program.
- College level playing experience, training, and/or previous high school coaching experience preferred

POSITION TITLE: ATHLETIC DIRECTOR

PHYSICAL REQUIREMENTS: of this position are, but not limited to, the following:

Ability to:

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- Hear and understand speech at normal levels
- Analyze situations accurately and adopt an effective course of action
- Meet deadlines
- Understand and carry out oral and written directions
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone
- Bend, twist, kneel and/or or stoop
- Lift and carry 30 lbs
- Reach in all directions
- Think clearly and rationally to solve problems

WORKING CONDITIONS:

Indoor/outdoor working environment subject to bending, crouching, kneeling, prolonged standing and occasional running; pushing/pulling/lifting of equipment and tools. Must meet deadlines with severe time constraints in a professional manner and work irregular, extended hours. High level of responsibility for the safety, well-being or work output of other people, as well as meeting multiple demands from several people simultaneously.

LICENSE OR CERTIFICATES:

- Valid CA credential authorizing supervision of certificated and walk-on athletic coaches and activities
- Valid California Driver's License
- First Aid, CPR and Concussion Awareness Certification prior to employment

NOTE:

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

adopted: _____

- ☐ Consent
☐ Information/Discussion
☒ Action/Discussion

SUBJECT: Pacific Grove High School Master Schedule Projections for 2019-20

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Matthew J. Bell, Pacific Grove High School Principal

RECOMMENDATION:

The District Administration recommends the Board review and provide feedback to the anticipated Pacific Grove High School Master Schedule for the 2019-20 school year.

BACKGROUND:

Every year, students sign up for courses in January based in our course catalog offerings. Many of these courses are the sequenced and have no pre-requisites. Some courses such as higher level math or science courses, world language, honors or AP courses require minimum mastery and/or teacher recommendation. While some courses must be offered for graduation or a-g UC/CSU purposes, some courses are offered only when there are enough sign ups.

INFORMATION:

The chart below shows the current *average* class load for each department. Note due to scheduling that individual classes may be above or below the average and that there is no way to perfectly balance individual class loads unless all students took the same courses each year. Also note, that class loads are based on the premise that all current classes for each student are passed. A student who needs to repeat a class will be pulled from the next course in the sequence and placed in the one needing repeating which affects class size but is unpredictable at this date.

More specific course additions (targeted study halls) for the 2019-20 school years as well as a general practice with respect to individual class sizes was premised on addressing data showing that our freshmen students were in need of additional support classes, explicit study skills instruction, and smaller class sizes to give more individual instruction. Hence class sizes at the frosh level are smaller than average. Additionally, some classes traditionally grow (e.g. sports medicine, guitar, and photography) and other classes shrink, thus the projected sizes are just that – projected.

Given the fiscal situation of the District, the high school administration has deliberately left one section unallocated in case there was directive to save funding. There are, however, areas of pressure for these sections: an additional French class to separate French 3 and AP French and calculus B/C.

Department	Average/frosh class size	Department	Average/frosh class size
English	25/23	Social Science	27/23
Mathematics	22/20	Science	24/21
Physical Education	41.5/38	World Languages	24.5/24
CTE	24/-	Other electives	19/-
Special Education	8/-		

FISCAL IMPACT:

There is potential for savings if the unallocated section is reabsorbed by the District.

ENGLISH			
Course Name	# Student Requests	# Students per class	Sections
English 1	106	22	5
Honors English 1	54	27	2
English 2	116	24	5
Honors Eng 2	56	28	2
English 3	77	26	3
Honors English 3	19	19	1
AP English Language	32	32	1
Eng 4 – General	48	24	2
Eng 4 – ERWC	31	31	1
Eng 4 - Dystopia	33	33	1
AP Eng Literature	32	32	1
Total		25 Sections 2018-19	24

SOCIAL STUDIES			
Course Name	# Student Requests	# Students per class	Sections
World Geography	115	23	5
AP Human Geography	47	24	2
World History	149	30	5
AP World History	27	27	1
US History	107	27	4
AP US History	29	29	1
AP Govt/Econ	82	28	3
Govt/Civics/Econ	60	30	2
Total		25 Sections 2018-19	23

MATHEMATICS			
Course Name	# Student Requests	# Students per class	Sections
Int. Math I	119	20	6
Int. Math II	190	24	8
Int. Math III	64	22	3
(H) Int. Math III	52	26	2
AP Calculus AB	30	30	1
AP Calculus BC	10	10	0
Probability and Statistics + AP Stats	16 + 33 = 49	25	2
Pre-Calculus	46	23	2
Math Support	NA		1
Math Tutoring	NA		1
Total		26 Sections 2018-19	26

SCIENCE			
Course Name	# Student Requests	# Students per class	Sections
Anatomy/Physiology	25	25	1
Biology	155	23	7
AP Environmental Science	32	32	1
Chemistry	53	27	2
(H) Chemistry 1	31	31	1
Earth & Space	54	18	3
Physics	118	30	4
AP Physics C: Mechanics	18	18	1
Total		22 Sections 2018-19	20

PHYSICAL EDUCATION			
Course Name	# Student Requests	# Students per class	Sections
PE – Core 10-12	181	46	4
PE Strength 1 & 2	42		1
PE Core 9	151	38	4
Total		10 Sections 2018-19	9

WORLD LANGUAGES

Course Name	# Student Requests	# Students per class	Sections
French 1	20	20	1
French 2	24	24	1
French 3 + AP French	9 + 14 = 23	23	1
Spanish 1	123	25	5
Spanish 2	108	27	4
Spanish 3	71	24	3
Spanish 4 + AP Spanish	7 + 16 = 23	23	1
Total		15 Sections 2018-19	16

CTE ELECTIVES			
Course Name	# Student Requests	# Students per class	Sections
AP Computer Science A	27	27	1
Marching/Concert Band	53	53	1
Guitar	21	21	1
Orchestra	21	21	1
Drawing & Painting	24	24	1
2D Design + AP Studio Art	58 + 13 = 69	24	3
3D Design	15	15	1
Photo 1	36	18	2
Photo 2 + AP Photo	17 + 6 = 23	23	1
Culinary 1: Intro to Culinary	78	26	3
Advanced Culinary Arts MPC	25	25	1
Culinary 3 + Honors Cul. 4	13 + 5 = 18	18	1
Healthcare Occupations	38	19	2
Therapeutic Services	15	15	1
IT Essentials/Net. Eng. MPC	24	24	1
Router Concepts MPC	11	11	1
Total		20 Sections 2018-19	22

OTHER ELECTIVES			
Course Name	# Student Requests	# Students per class	Sections
AP Psychology	36	18	2
Drama + Advanced Drama	17 + 13 = 30	30	1
Advanced Drama	13		0
Leadership	23	23	1
AVID	23	23	1
AVID 2 + AVID 12	12 + 4 = 16	16	1
ESL	11	11	1
10 Grade Intervention	TBD		1
Study Hall - Gen	TBD		1
Athletic Director	NA		1
Activities Director	NA		1
Total		8 Sections 2018-19	11

SPECIAL EDUCATION DEPARTMENT			
Course Name	# Student Requests	# Students per class	Sections
Basic Eng 9-10	4	4	1
Basic Eng 11-12	6	6	1
Basic Math 9-12	6	6	1
SAS 9	11	11	1
SAS 10	12	12	1
SAS 10-11	4	4	1
SAS 11-12	12	12	1
Personal Management	7	7	1
CONSULT			7
SPECIAL DAY CLASS			0
Total	15 Sections 2018-2019		15

TOTAL SECTIONS 2019/2020: 165

ADDITIONAL SECTIONS VIA GRANTS OR MPC: 1

TOTAL PGHS SECTIONS 2018/2019: 166

ADDITIONAL SECTIONS VIA GRANTS OR MPC: 2

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

SUBJECT: Update to Board Policy and Regulation 5144 and Adoption of Exhibit 5144- Student Discipline

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the Board Policy, Regulation and Exhibit 5144 Student Discipline.

INFORMATION:

The updates to Board Policy and Regulation 5144 Student Discipline were recommended by legal counsel. Policy 5144 was updated to reflect recent changes in the law, more closely resemble the California School Board Association model language, and update the legal references. Regulation 5144 was updated to more closely resemble the California School Board Association model language. The Exhibit is a new document listing District-wide optional consequences of Policy/Education Code violations.

FISCAL IMPACT:

None.

Students

Policy #5144

DISCIPLINE

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, the provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee may approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to: conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program.

In addition, the Superintendent's or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

Board policies and regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and District regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5) Site-level discipline rules shall be included in the comprehensive school safety plan. (Education Code 32282, 35291.5.)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Students

Policy #5144

DISCIPLINE

Staff shall enforce disciplinary rules fairly and consistently and in accordance with the District's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including but not limited to, knowledge of consistent school and classroom management skills and their consistent application, implementing effective accountability and positive intervention techniques, and the tools to form disciplinary techniques, and establishing strong cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to school community, and other local measures, shall be included in the District's local control and accountability plan (LCAP), as required by law. [JAD1]

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Legal Reference:

CIVIL CODE

1714.1 Parental liability for child's misconduct

EDUCATION CODE

32280-32289⁸ School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-4892⁶ Suspension and expulsion

48980-48985 Notification of parents or guardians

Pacific Grove Unified School District

Students

Policy #5144

DISCIPLINE

49000-49001 Prohibition of corporal punishment

[49005-49006.4 Seclusion and restraint](#)49330-~~49335 Injurious~~49335 Injurious objects[49550-49564.5 Meals for needy students](#)[52060-52077 Local control and accountability plan](#)

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

[UNITED STATES CODE, TITLE 20](#)[1400-1482 Individuals with Disabilities Education Act](#)[UNITED STATES CODE, TITLE 29](#)[794 Section 504 of the Rehabilitation Act of 1973](#)[UNITED STATES CODE, TITLE 42](#)[1751-1769j School Lunch Program](#)[1773 School Breakfast Program](#)

Management Resources:

CSBA PUBLICATIONS

[Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015](#)[The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014](#)[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-](#)[Nonconforming Students, Policy Brief, February 2014](#)

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

[U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS](#)[Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014](#)

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

CSBA: <http://www.csba.org>CDE: <http://www/cde.ca.gov>

DISCIPLINE

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, the provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee may approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to: conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program.

In addition, the Superintendent's or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

Board policies and regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and District regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5) Site-level discipline rules shall be included in the comprehensive school safety plan. (Education Code 32282, 35291.5.)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Staff shall enforce disciplinary rules fairly and consistently and in accordance with the District's nondiscrimination policies.

Students

Policy #5144

DISCIPLINE

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to school community, and other local measures, shall be included in the District's local control and accountability plan (LCAP), as required by law.

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Legal Reference:

CIVIL CODE

1714.1 Parental liability for child's misconduct

EDUCATION CODE

32280-32289 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48927 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49005-49006.4 Seclusion and restraint

49330-49335 Injurious objects

49550-49564.5 Meals for needy students

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

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353 Detention after school

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

CSBA: <http://www.csba.org>CDE: <http://www/cde.ca.gov>

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Site-Level Rules

Rules for student discipline shall be developed at each school site. In developing these rules, the principal or designee shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. ~~Students~~ For middle school and high school, students enrolled in the school in middle and high school

The rules shall be consistent with law, Governing Board policy and District regulations. Each school shall file a copy of the rules with the Superintendent or designee and the Board and shall include the discipline rules in the comprehensive school safety plan. (Education Code 32282, 35291.5)

Site-level discipline rules shall be revised as necessary to align with any changes in state law. District discipline policies, regulations, or goals for school safety and climate as specified in the District's local control and accountability plan (LCAP), and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5) [JAD1]

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of grave nature or

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offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5) Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/ guardians;
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling;
3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/ guardians;
4. When applicable, referral for a comprehensive psycho-social or psycho-educational assessment, including for the purposes of creating an individualized education program (IEP) or a Section 504 Plan;
5. Enrollment in a program for teaching pro-social behavior or anger management;
6. Participation in a restorative justice program;
7. A positive behavior support approach with tiered interventions that occur during the school day on campus;
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably;
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner;

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11/6/97

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Revised: ~~October 1, 2015~~

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10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups;
11. Recess restriction [as provided in the section below entitled "Recess Restrictions"](#) (Elementary);
12. Detention after school hours [as provided in the section below entitled "Detention After School"](#);
13. Community service [as provided in the section below entitled "Community Service"](#);
14. In accordance with Board policy, administrative regulation, and/or applicable District guidelines and rules, restriction or disqualification from participation in extracurricular activities;
15. Reassignment to an alternative educational environment;
16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation.

(Education Code 48900.5)

When, by law or District policy, other means of correction are required to be implemented before a student can be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records.
(Education Code 48900.5)

Recess Restriction

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Revised: ~~October 1, 2015~~

Students

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A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. (Education Code 44807.5)

When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. ~~The student shall not be detained unless the principal or designee speaks to the parent/guardian.~~

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Pacific Grove Unified School District

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~~Students shall remain under the supervision of a certificated employee during the period of detention.~~

If the District offers Saturday school, students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service

As part of or instead of disciplinary action, the Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

Notice to Parents/ Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of District rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students and their parents/guardians at the time of their enrollment in the District. (Education Code 35291.5)

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DISCIPLINE

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**DISCIPLINE MATRIX
AND
RELATED INTERVENTIONS
FOR
GRADES K-12**



In recent years, the adoption of researched-based alternatives to suspension within school communities has proven to help create positive school climates. We must continue to address racial disproportionality in school disciplinary practices, and also remain cautious when ensuring that campus safety does not further drive students into the school-to-prison pipeline. Although there are instances when suspension and or expulsion is warranted, “each school day is full of teachable moments but exclusionary methods of discipline – such as out-of-school suspensions and expulsions – deprive students of the chance to receive the instruction they need to grow into healthy, thriving adults.” (Public Counsel)

As you know, in the Pacific Grove Unified School District we have adopted and are implementing school-wide positive behavior interventions and supports in effort to identify positive ways of supporting students and improve behavior, which in turn enhance/while simultaneously enhancing school climate and culture. School and community based interventions are to be implemented as a proactive approach and be considered as an alternative to suspension when appropriate. Proper interventions aid in meeting the academic, social, and emotional needs of students.

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
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Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity.

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. **The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.**

VIOLATION	CONSEQUENCE
Possessed, sold or otherwise furnished a firearm Ed Code 48915 (c)(1) and 48900 (b)	All of the following: Parent/Guardian conference
Brandished a knife at another person Ed Code 48915 (c)(2) and 48900 (b)	Contact law enforcement 5 Day Suspension
Sold a controlled substance Ed Code 48195 (c)(3) and 48900 (c)	Mandatory recommendation for expulsion
Committed or attempted to commit a sexual assault or committed sexual battery Ed Code 48915 (c)(4) and 48900 (n)	
Possession of an explosive Ed Code 48915 (c)(5) and 48900 (b)	
Caused serious physical injury to another person, except in self-defense Ed Code 48915 (a)(1) and 48900 (a2) (Assault)	Recommendation for expulsion expected, but <i>not mandatory</i>
Possession of a knife, explosive, or other dangerous object of no reasonable use to the pupil Ed Code 48915 (a)(2) and 48900 (b)	1st Offense: Parent/Guardian conference, 5 Day Suspension, Recommendation for expulsion (unless principal, in writing, recommends otherwise), Contact law enforcement
Possession and/or use of any controlled substance, except for the first offense Ed Code 48915 (a)(3) and 48900 (c)	2nd Offense: Recommendation for expulsion
Robbery or Extortion Ed Code 48915 (a)(4) and 48900 (e)	<i>Recommendation for Expulsion shall be based on one or both of the following:</i>
Assault or Battery or Threat of , on a school employee Ed Code 48915 (a)(5) and 48900 (a2)	<ol style="list-style-type: none"> Other means of correction are not feasible or have repeatedly failed to bring about proper conduct Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Terroristic threats against school officials or school property Ed Code 48900 (.7)</p> <p>A two (or more)-on-one fight Ed Code 48900 (a2) Incident Type: Assault or Battery</p> <p>Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil Ed Code 48900 (o)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent • Provide conflict resolution/anger management skills • Behavior Contract and track progress • Outside agency/resource referral <p>1st Offense: Parent/Guardian conference, 3-5 Days of Suspension, Possible Restorative Practices, Possible referral to law enforcement</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p>
<p>Fighting, caused, attempted to cause, or threatened to cause physical injury Ed Code 48900 (a1) (Mutual Combat)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Provide conflict resolution/anger management skills • Behavior Contract and track progress • Teaching problem solving - Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices • Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-3 Day(s) of in/out of school Suspension</p> <p>2nd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p>
<p>Willfully used force or violence upon another person, except in self-defense Ed Code 48900 (a2) (Assault / Attack)</p> <p>Aiding or abetting the infliction or attempted infliction of physical injury to a person Ed Code 48900 (t) - Aiding/abetting physical injury</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Provide conflict resolution/anger management skills • Behavior Contract and track progress • Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-5 Day(s) of in/out of school Suspension, Contact law enforcement if deemed necessary</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possession of or sell of any knives Ed Code 48900 (b)</p> <p>Possession, use of or sell of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm Ed Code 48900 (m) – Possession of imitation firearm and 48900 (b) – other dangerous objects</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Mentoring or modified version of Check in check out • Behavior Contract including • Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, Contact law enforcement, 1-5 Day(s) of Suspension in/out of school</p> <p>2nd Offense: Suspension 3-5 days, Contact law enforcement</p> <p>3rd Offense: Recommendation for expulsion, Contact law enforcement</p>
<p>Possession or lighting of firecrackers Ed Code 48900 (b) – Possession of weapon/other dangerous object</p> <p>Starting fires or setting off fire alarms Ed Code 48900 (a1) (k) Incident Type: Causing or Attempting Injury to Another and/or Disrupted school activities/School Rules Violation</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Parent /Guardian contact • Provide fire safety counseling <ul style="list-style-type: none"> ○ The properties of fire (what is fire, how rapidly it can spread and how is it controlled). ○ Education about fire safety hazards and the dangers of smoke inhalation. ○ Fire survival (dangers of smoke inhalation, the need for adult supervision, emergency procedures). ○ The costs of arson to the community and the legal consequences. ○ Restitution • Behavior Contract • Outside agency referral (MCBH) <p>1st Offense: Parent/Guardian conference, Detention, Restitution, 1-2 Day(s) of in/out of school Suspension, Report to fire and law enforcement if deemed necessary</p> <p>2nd Offense: 2-3 Days of Suspension, Report to fire department and law enforcement</p> <p>3rd Offense: 5 Day Suspension, Possible recommendation for expulsion, Report incident to fire department and law enforcement</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possessed, used, or been under the influence of any controlled substance, alcohol, or intoxicant Ed Code 48900 (c)</p> <p>Possessed or sold “look alike” substance representing drugs or alcohol Ed Code 48900 (d)</p> <p>Possessed or sold drug paraphernalia Ed Code 48900 (j)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Parent /Guardian contact <ul style="list-style-type: none"> ◦ Parent involvement/enhanced supervision and monitoring where appropriate • Outside agency referral (i.e.: Community Human Services) • With assistance from Family Services Specialist, provide referral to Sun Street Centers • Mentoring • Behavior Intervention Plan • Behavior Contract with reward system • Group counseling with substance abuse prevention focus • Peer tutoring options • Staff and parents can enhance protective factors in the life of the student, which refers to positive influences within a young person's environment such as family, school, and community connection <p>1st Offense: Parent/Guardian conference, Contact law enforcement if necessary, 2-5 Days of Suspension, Possible referral to drug intervention program not at District expense, Possible recommendation for expulsion</p> <p>2nd Offense: 5 Day Suspension, Contact law enforcement, Possible recommendation for expulsion (unless principal, in writing, recommends otherwise)</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement,</p>
<p>Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail Ed Code 48900 (f) – Damage to school or private property</p> <p>Theft or attempting to, or knowingly stealing or receiving school or private property</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Parent /Guardian contact • Campus beautification • Counseling with focus on perspective taking and empathy • Restitution • Community Service • Behavior contract with focus on respect agreement • Mentoring • Check in check out <p>1st Offense: Parent/Guardian conference, Detention, Possible removal from class, Restitution, Contact law enforcement if deemed necessary, 1-3 Day(s) of in/out of school Suspension</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Ed Code 48900 (g) – Stealing school or private property Ed Code 48900 (l) – Receiving stolen property</p>	<p>2nd Offense: 3-5 Days of Suspension, Possible removal from class, Restitution, Contact law enforcement, Possible recommendation for expulsion, depending on severity of incident</p> <p>3rd Offense: 5 Day Suspension, Possible removal from class, Restitution, Contact law enforcement, Recommendation for expulsion, depending on severity of incident</p>
<p>Possessed and/or used tobacco products and/or paraphernalia including lighters and matches Ed Code 48900 (h)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Provide learning opportunities with a focus on: <ul style="list-style-type: none"> ○ Comprehend the health risks ○ Analyze the influences of family, peers culture and media on usage patterns ○ Develop interpersonal skills to resist temptations and practice goal setting and decision making skills to protect against use ○ Develop goals related to reducing smoking or tobacco use (i.e., develop a quit plan) <p>1st Offense: Warning and/or detention, Parent/Guardian conference, 1-3 Days of in-school Suspension</p> <p>2nd Offense: 1-3 Day(s) of Suspension, Contact law enforcement if warranted, Possible participation in an intervention program not at District expense</p> <p>3rd Offense: 3-5 Days of Suspension, Contact law enforcement if warranted, Possible participation in an intervention program not at District expense</p>
<p>Obscenity/Profanity/Vulgarity, inappropriate language/attire and/or ethnic/racial slurs -- offensive materials on personal/school items -- Gestures - including gang signs Ed Code 48900 (i) – Obscene act, engaged in habitual profanity or vulgarity</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Acknowledge positive behavior • Teach substitute words • Counseling with focus on perspective taking, social skills/friendship and emotional management • Behavior contract with focus on respect agreement • Check in check out with specific goals related to appropriate language • Reflection sheet <p>1st Offense: Warning and/or detention/parent/guardian conference or 1-3 Day(s) of in/out of school Suspension</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
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VIOLATION	CONSEQUENCE (Cont'd)
	<p>2nd Offense: 2 Days of In School Suspension, or 3-5 Days of Suspension</p> <p>3rd Offense: 1-2 day(s) of In-School Suspension/3-5 Day(s) of Suspension, Possible recommendation for expulsion</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel Ed Code 48900 (r)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Possible sanctions include having the student <ul style="list-style-type: none"> ○ apologize; ○ discuss the incident with the teacher, principal, and/or parents; ○ pay for damaged belongings; ○ spend time in the office or another classroom; ○ forfeit recess or other privileges. ● Weekly meetings to communicate to students clear and consistently enforced expectations and to engage them as resources in preventing bullying behavior. ● Ongoing communication with parents. ● Appropriate and serious talks with bullies and victims. ● Appropriate and serious talks with the parents of bullies and victims. ● Role playing of non-aggressive behavior with bullies. ● Role playing of assertive behavior with victims ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques <p>1st Offense: Parent/Guardian conference, Detention</p> <p>2nd Offense: 1-5 Day(s) of Suspension, Possible citation by police department</p> <p>3rd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion (depending on severity), Possible citation by police department</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Sexual harassment (Grades 4-12) Ed Code 48900 (.2)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Group or individual counseling with a focus on: <ul style="list-style-type: none"> ○ Express one's sexuality in ways that are congruent with one's values ○ Discriminate between life-enhancing sexual behaviors and those that are harmful to self and/or others ○ Express one's sexuality while respecting the rights of others ○ Seek new information to enhance one's sexuality ○ Engage in sexual relationships that are consensual, non-exploitative, honest, pleasurable, and protected ○ Appropriate ways to communicate/refrain from communicating with others about sex and sexual conduct <p>1st Offense: Parent/Guardian conference, Possible 1-5 Day(s) of in/out of school Suspension, Possible recommendation for expulsion (depends on severity), Possible citation by police department</p> <p>2nd Offense: 3-5 Day(s) of Suspension, Possible citation by police department,</p> <p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Possible citation by police department</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation Ed Code 48900 (.3)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Peer and student mentoring: Mentoring programs allow young people to build sustained, positive relationships with older peers and adults, and motivate them to emulate positive behavior. Such interactions help reduce risk behaviors in students, and create a safe and secure atmosphere in school so that students feel comfortable talking to adults if they need to. Peer mentoring can also help to increase understanding between diverse groups, strengthen the sense of community within a school, and build the self-esteem of those participating. • Conflict resolution and peer mediation: Comprehensive conflict resolution programs train selected students to serve as neutral third parties who will mediate disputes among their peers. Teachers and administrators are also trained to intervene in student conflicts in ways that foster team-building, problem-solving, and leadership skills. By teaching young people how to peacefully resolve their conflicts, and providing them with positive problem-solving strategies and role models, such programs foster a school climate of respect and caring. • A strong commitment to reaching all students and staff with the message that violence, harassment, and intolerance are unacceptable in the school environment. Involving all students, staff, parents, and interested community members in learning about violence and how to prevent it. • Eliminating barriers to communication among groups of students Involving students in violence prevention initiatives as critical and valued partners. Collaborating closely and effectively with community, media, and policing agencies. <p>1st Offense: Parent/Guardian conference, Detention, Possible suspension 1-5 Day(s) in/out of school, Possible expulsion recommendation (depends on severity), Possible referral to police department</p> <p>2nd Offense: 3-5 Days of Suspension, Possible expulsion recommendation (depends on severity), Possible referral to police department, Participation in cultural sensitivity training and/or anger management</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
	3rd Offense: 5 Day Suspension and Recommendation for expulsion, Referral to police department, Participation in cultural sensitivity training and/or anger management
Inappropriate use of computers	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Review the appropriate use of technology policy with student • Student and parent/guardian sign and agree to appropriate use of technology policy terms <p>1st Offense: Parent/Guardian conference, Lose 1 week of computer usage, Possible removal from class</p> <p>2nd Offense: Lose computer privileges for rest of quarter/semester OR limit computer use to supervised classroom related activities times only.</p> <p>3rd Offense: Lose computer privileges for rest of the year</p>
Cheating in classroom including plagiarism and using electronic devices	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Parent/Guardian conference and create plan of action • Remove underlying factors that foster cheating in the first place. "Often cheating is an expression of other problems • Arrange learning opportunities about cheating which include: <ul style="list-style-type: none"> ○ Ask children to consider where the world would be today if everybody cheated. <p>1st Offense: Parent/Guardian conference, Earn a failing grade on test or assignment</p> <p>2nd Offense: Earn a failing grade on test or assignment, Possible "U" in citizenship, Possible removal from class, Detention</p> <p>3rd Offense: 1 Day of In-school Suspension, Saturday Academy, Earn a failing grade on test or assignment, Possible removal from class</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
<p>Use of skateboards, roller skates or roller blades</p> <p>Possession or use of chains and non-approved hats/headgear on campus</p> <p>Violation of district policy for use of cameras, iPods/MP3/ players, cellular phones and other electronic devices Incident Type: School Rules Violation</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Review the appropriate use of technology policy with student • Student and parent/guardian sign and agree to appropriate use of technology policy terms • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories <p>1st Offense: Warning, Confiscation of item for the day, Possible parent conference, Possible detention</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), Detention</p> <p>3rd Offense: Item to be returned at end of school year, 1-2 Day(s) of Suspension, Saturday Academy</p>
<p>Excessive unexcused tardiness and excessive absences, trancies, or class cuts Incident Type: Attendance Problem</p>	<p>Follow Truancy Abatement Program Protocol</p>
<p>Violation of school rules</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories • Reflection sheet • Behavior plan with identified function of behavior and subsequent interventions identified • Acknowledge and reinforce appropriate classroom and school behavior conduct • Peer groups/interest based clubs • Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques • Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Warning, Possible detention, Parent/Guardian conference</p> <p>2nd Offense: 1-2 Day(s) of In-school Suspension</p> <p>3rd Offense: 1-2 Day(s) of In-School Suspension, Saturday Academy</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
Classroom/Campus Disruption, disobedience	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Check-in-Check-out • Breaks are better (scheduled breaks) • Restorative Practices • Prompting/reminder of the behavior expectation • Chunk assignments into small parts if suspecting academic reasons for behavioral disruption • Establish clear routines and procedures and expectations in classroom(s) • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories • Alternative Seating • Reflection sheet • Apology letter or "if you knew me letter" • Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Teacher conference, Parent/Guardian conference, Possible detention</p> <p>2nd Offense: Detention or 1-2 Day(s) of In-school Suspension, Possible removal from class</p> <p>3rd Offense: 2 Days of In-school Suspension, Saturday Academy, Removal from class</p>

DISCIPLINE MATRIX and RELATED INTERVENTIONS Action/Discussion Item F
FOR GRADES K-12

VIOLATION	CONSEQUENCE (Cont'd)
Dress code violation	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> • Contact Parent/Guardian • Behavior contract with student signature • Review the appropriate Dress Code Policy with student • Student and parent/guardian sign and agree to appropriate Dress Code Policy Terms • Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate Dress Code use • Acknowledge and reinforce appropriate dress code compliance <p>1st Offense: Warning, Parent/Guardian contact, Change or cover</p> <p>2nd Offense: Parent/Guardian contact, Change or cover, Possible detention, Possible 1 Day of In-School Suspension</p> <p>3rd Offense: Parent/Guardian contact, Change or cover, 1-2 Day(s) of In-school Suspension, Saturday Academy</p>

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

SUBJECT: Monterey Bay Swim Club Contract

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract with the Monterey Bay Swim Club (MBSC).

BACKGROUND:

The District has been providing free swim lessons to fifth and ninth graders for a number of years. This contract with the Monterey Bay Swim Club will be providing free swim lessons and there is no net cost to the District. Members of MBSC will be using the High School pool for free in exchange for providing swim lessons to these two groups of PG USD students.

The contract will commence on May 1 through June 30, 2020. Conditions and terms are included in the attached contract.

INFORMATION:

Since 2016-17, the Santa Clara Swim Club was providing swim lessons to our students. Last fiscal year, 2017-18, SCSC paid the District \$38,902.50 in Facilitron, District facility software, and in return, the District paid SCSC \$53,200 from Fund 40, Capital Outlay Projects Fund.

FISCAL IMPACT:

No net cost to Pacific Grove USD.

LEASE BETWEEN PACIFIC GROVE UNIFIED SCHOOL DISTRICT AND MONTEREY BAY SWIM CLUB (MBSC)

This Lease is entered into between the Pacific Grove Unified School District (“District”) and Monterey Bay Swim Club (“Lessee”) for the swimming pool, locker room, and weight room facilities located at Pacific Grove High School at 615 Sunset Ave, Pacific Grove, CA 93950.

A. **Term:** The Term of this Lease shall be for the period May 1, 2019 through June 30, 2020, fiscal years 2018-19 and 2019-20; 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 60 days notice 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 60 days or more prior to the expiration of the lease that it intends to renew. If renewed, the lease shall continue under the same conditions as before for an additional term of one year. Lost time accrued by the Lessee from PG USD sports and programs will not be entitled to a monetary credit. The issuance of Lease is further conditional upon Lessee’s obtaining any necessary state and/or local operating or use permits, filing and maintaining its 501(c)3 status.

B. **Utilities Services:** Gas, electricity and water usage will not be assessed and waived as a condition of using the District’s facilities.

C. **Waste:** Lessee agrees that in using the above described premises, Lessee will not commit any waste or suffer any waste to be committed upon the premises.

D. **Fee:** The amount of the Lease is waived in exchange for the services provided by the Lessee listed in (E). MBSC pays zero rent in Facilitron and/or directly to PG USD. PG USD pays zero sum to MBSC for any swim lessons. There will be no net cost to the Pacific Grove USD.

E. **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 swimming instruction to the students specifically fifth (5th) and ninth (9th) grade students of the Pacific Grove Unified School District (PGUSD) ; and pool time use by the MBSC members. Details are listed in Exhibit A and B with the exception of swim schedule for the adults of Pacific Grove Adult School. PG USD sports and programs will have priority to the use of the pool.

F. **Nuisance:** Lessee agrees that in using the above described premises, 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.

G. **Fingerprinting/Background Checks:** While providing swim lessons to District PE classes Lessee must comply with California Education Code Section 45125.1(g). All coaches hired by the Lessee shall be fingerprinted and criminal background investigation completed prior to providing the service mentioned in (E). Fingerprinting and background check fees are paid by the Lessee.

H. **Trade Fixture:** Lessee may not install on the premises any trade fixtures.

I. **Repairs:** All repairs and upgrades are at the expense of the District. At anytime, the District can close the pool down if it feels that conditions are not safe for lessee to use. The District will provide one maintenance or custodial person one hour a day Monday through Friday. The District agrees to maintain, in good condition, the following:

1. The High School swimming pool/"pool" including but not limited to pool deck
2. Heating of the pool
3. Chemical Balance of the pool
4. Filtration System
5. Lane Lines
6. "Finis" safety wall

J. **Insurance:** Lessee shall carry and maintain, during the entire term hereof, at its own cost and expense, the following types of insurance:

1. Comprehensive General Liability Insurance covering bodily injury and property damage in an amount no less than \$5,000,000 per occurrence, \$5,000,000 aggregate.
2. Comprehensive general liability insurance policy shall be endorsed with the language that "District, its officers and employees", is named as additional insured for all liability arising out of the operations in the performance of this Lease agreement.
3. The additional insured endorsement must be noted on a separate form which accompanies the Certificate of Insurance (COI).
4. The Certificate of General Liability shall list the "Certificate Holder" exactly as: "Pacific Grove Unified School District, 435 Hillcrest Avenue, Pacific Grove, CA 93950".
5. Lessee is required to take out and maintain during the life of this Lease Workers' Compensation Insurance.

K. **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.

L. **Parking:** Lessee shall have access to the parking lots located at Pacific Grove High School during the time the Lessee is using the pool facilities.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: _____

Date: _____

Title: _____

MONTEREY BAY SWIM CLUB

By: _____

Date:_____

Title: _____

Exhibit A:
Monterey Bay Swim Club (MBSC) use of pool time for its members

Projected Pool use times

- 1 hour weekdays M-F 6:00 to 7:00am 5 days per week
- 1.5 hours on Saturdays from 7:30 am to 9:000 am
- Approximately 1 hour to 3 hours in the pm 5 weekdays every week. The exact times will change depending on the PG HS water polo and swim team use.
During swim team and water polo training , the pool time for MBSC use will be halved.
- MBSC will share pool time with Adult swimmers on Tuesdays and Thursdays

Exhibit B:
Pacific Grove Elementary Schools 5th Grade Students Schedule

Robert Down Elementary School: 5th Grade students

- Seven week swim unit of 30 sessions of 30 minute instruction = 900 minutes or 15 hours of instruction
- Three 5th grade classes

Forest Grove Elementary School: 5th Grade students

- Seven 60-minute sessions which equaled to a total of 420 minutes or 7 hours of instruction
- Three 5th grade classes participated

High School: 9th Grade students

- Schedule to be provided when available

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

SUBJECT: Food Service Update

DATE: April 25, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent Business Services;
Dianne Hobson, Nutrition Director

RECOMMENDATION:

The District Administration recommends the Board review and provide direction concerning the Food Service Department and meal prices.

BACKGROUND:

Pacific Grove Unified School District participates in the National School Lunch Program and serves lunch to students at all the schools in the district and breakfast to students at the middle and high school. All meals served meet Federal and State requirements. Meal prices were last increased by \$0.25 at the beginning of the 2016-2017 school year. Each year there is a transfer from the General Fund to the Cafeteria Fund to cover the deficit.

INFORMATION:

Staff will present an overview of the program, highlighting a few areas.

FISCAL IMPACT:

Based on Board direction

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

SUBJECT: Board Calendar/Future Meetings

DATE: April 25, 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 <i>*Wednesday</i>	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Board Priorities for 2019-20 Instructional Program Design ✓ 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 ✓ 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 16 <i>*Special Meeting</i>	Special Board Meeting ✓ Budget Update	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

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

Board Meeting Calendar, 2019-20 School Year

Aug. 22	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ 2019-20 Consolidated Application ✓ Set Date for Annual Organizational meeting ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 5	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	Forest Grove (School Site Visit)
Sept. 19	Regular Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised ✓ Williams Uniform Complaint Report	District Office
Oct. 3	Regular Board Meeting ✓ Superintendent's Goals ✓ Bus Ridership ✓ Week of the School Administrator	Robert Down (School Site Visit)
Oct. 24	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2019-20 Working Budget (Preliminary First Interim)	District Office
Nov. 14	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	Middle School (School Site Visit)
Nov. 21	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	High School (School Site Visit)
Dec. 12	Organizational Meeting ✓ Election of 2019-20 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #3 ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition	District Office

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- ☐ Consent
☒ Information/Discussion
☐ Action/Discussion

SUBJECT: California Health Standards and California Healthy Youth Act of 2016

DATE: April 25, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review the information presented on the implementation of the Health Standards and the California Healthy Youth Act of 2016.

BACKGROUND:

The Board has asked to review the process for implementation of the California Health Standards and the California Healthy Youth Act of 2016. The California Health Standards were adopted by the state of California in 2008. In 2016, the state passed the California Healthy Youth Act requiring school districts to provide students with comprehensive sexual health education, along with information about HIV prevention, at least once in high school and once in middle school. The California Healthy Youth Act has five primary purposes:

- To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
- To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
- To promote understanding of sexuality as a normal part of human development
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
- To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

“Comprehensive Sexual Health & HIV/AIDS Instruction.” *Comprehensive Sexual Health & HIV/AIDS Instruction - Health (CA Dept of Education)*, 2019, www.cde.ca.gov/ls/he/se/.

Currently the State is also working on the revision of the Health Frameworks and expects it to be adopted by the State Board of Education in May 2019. “The Curriculum frameworks provide guidance to educators, parents, and publishers, to support implementing California content standards. The *Health Education Framework* is aligned to the 2008 *California Health Education Content Standards*, which support the development of knowledge, skills, and attitudes in eight overarching standards: (1) essential health concepts; (2) analyzing health influences; (3) accessing valid health information; (4) interpersonal communication; (5) decision making; (6) goal setting; (7) practicing health-enhancing behaviors; and (8) health promotion in six content areas of health education: nutrition and physical activity; growth, development, and sexual health; injury prevention and safety; alcohol, tobacco, and other drugs; mental, emotional, and social health; and personal and community health in the 2008 *Health Education Content*

Standards, which can be downloaded from the [Curriculum Frameworks and Instructional Resources Division Content Standards web page](#).”

“Health Education Framework.” *Health Education Framework - Health Education (CA Dept of Education)*, Mar. 2019, www.cde.ca.gov/ci/he/cf/.

INFORMATION:

The presentation to the board will highlight the following:

- Current process for the implementation of the California Health Standards k-12
- Monitoring health instruction
- Meeting the law requirements of the California Healthy Youth Act at the middle and the high school

FISCAL IMPACT:

None

THE CALIFORNIA HEALTHY YOUTH ACT – EDUCATION CODE §§ 51930-51939
COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION

FAST FACTS ABOUT THE CALIFORNIA HEALTHY YOUTH ACT

In January 2016, California adopted a new law covering comprehensive sexual health education and HIV prevention education in public schools, Education Code Sections 51930-51939 (AB 329). Here are some facts about the law.

- **Comprehensive sexual health and HIV prevention education is required** at least once in middle school and at least once in high school. Abstinence-only instruction is not permitted.
- **All instruction in all grades must be age-appropriate and medically accurate** (meaning accepted by organizations like the American Academy of Pediatrics) and **may not promote religious doctrine**. All elements of the instruction must be in alignment with each other.
- **Sexual health education must respect and address the needs of students of all genders and sexual orientations**. Instruction must affirmatively recognize different sexual orientations and be inclusive of same-sex relationships when providing examples of couples or relationships. It must also teach about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes.
- **Beginning in grade 7**, instruction must include information about the safety and effectiveness of all FDA-approved methods of preventing pregnancy and transmission of HIV and other sexually transmitted infections (including condoms, contraceptives, and antiretroviral treatment) and abstinence. It must also include information about HIV, pregnancy, sexual harassment, sexual assault, healthy relationships, and sex trafficking, as well as local resources for accessing care and students' rights to access care.
- **Parents must be notified** that their student will receive sexual health and HIV prevention education and be allowed to view the materials prior to instruction. Parents/guardians may remove their student from the instruction by submitting a request in writing.
- **Teachers or outside speakers must have training in and knowledge of the most recent medically accurate research on the topic**. District must also periodically provide training to all district personnel who provide HIV prevention instruction. Outside organizations or speakers must also follow all laws when they present.
- **Instruction must be appropriate for students with disabilities, English language learners, and students of all races and ethnic and cultural backgrounds**. Schools must make sure that all students can get sexual health education and HIV prevention education in a way that works for them.

THIS RESOURCE WAS DEVELOPED BY THE ACLU OF CALIFORNIA,
A collaboration of the ACLU of Northern California, the ACLU of Southern California, and the ACLU of San Diego & Imperial Counties

For more information, go to http://www.aclunc.org/sex_ed.
If you are concerned that your school is not following the law, contact the ACLU for help.

THE CALIFORNIA HEALTHY YOUTH ACT – EDUCATION CODE §§ 51930-51939
COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION

QUESTIONS & ANSWERS FOR SCHOOL DISTRICTS

The California Healthy Youth Act, which took effect January 1, 2016, requires school districts to provide students with integrated, comprehensive, accurate, and inclusive comprehensive sexual health education and HIV prevention education, at least once in high school and once in middle school. The California Healthy Youth Act made other significant changes to previous Education Code requirements for both HIV prevention education and comprehensive sexual health education.

WHAT ARE THE PURPOSES THE CALIFORNIA HEALTHY YOUTH ACT?

The California Healthy Youth Act has several purposes (EC § 51930(b)):

- To provide students with the knowledge and skills necessary to:
 - Protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
 - Develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
 - Have healthy, positive, and safe relationships and behaviors;
- To promote understanding of sexuality as a normal part of human development; and
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.

ARE SCHOOLS REQUIRED TO TEACH COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION EDUCATION?

Yes. The California Healthy Youth Act requires that that students in grades 7-12 receive comprehensive sexual health education and HIV prevention education at least once in middle school and once in high school. The Education Code defines comprehensive sexual health education as “education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections” (EC § 51931(b)) and HIV prevention education as “instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS” (EC § 51931(d)). HIV prevention education has been mandated since 1992.

DOES THE LAW PERMIT SCHOOLS TO TEACH COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION IN ELEMENTARY SCHOOL?

Yes. Comprehensive sexual health and HIV prevention education may be taught in grades K-6, inclusive. All instruction and materials in grades K-6 must meet the baseline requirements listed below. Content that is

required in grades 7-12 may be also be included in an age-appropriate way in earlier grades. (EC §§ 51933, 51934(b).)

WHAT ARE THE BASELINE REQUIREMENTS FOR ALL COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION EDUCATION?

According to the Education Code (EC § 51933), all instruction and materials in all grades (including elementary) must:

- Be age-appropriate;
- Be medically accurate and objective;
- Align with and support the purposes of the California Healthy Youth Act, as described above;
- Be appropriate for use with pupils of all races, genders, sexual orientations, ethnic and cultural backgrounds;
- Be appropriate for and equally available to English language learners;
- Be appropriate for and accessible to pupils with disabilities;
- Affirmatively recognize different sexual orientations and be inclusive of same-sex relationships in discussions and examples;
- Teach about gender, gender expression, gender identity, and the harm of negative gender stereotypes;
- Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality, and provide skills for doing so;
- Teach respect and skills for committed relationships such as marriage;
- Provide knowledge and skills for forming healthy relationships that are free from violence; and
- Provide knowledge and skills for making and implementing healthy decisions about sexuality.

In addition, the Education Code (EC § 51933) specifies that instruction and materials in all grades may not:

- Teach or promote religious doctrine; or
- Reflect or promote bias against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, race or ethnicity, nationality, religion, or sexual orientation, or any other category protected by the non-discrimination policy codified in Education Code § 220.

WHAT ADDITIONAL CONTENT IS REQUIRED IN GRADES 7-12?

Instruction provided in grades 7-12, in addition to meeting the baseline requirements above, must include all of the following content (EC § 51934):

- Information on the nature and transmission of HIV and other sexually transmitted infections (STIs);

- Information about all federal Food and Drug Administration (FDA)-approved methods of reducing the risk of transmission of HIV and other STIs, including antiretroviral treatment, and information about treatment of HIV and STIs;
- Information about reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing;
- Discussion about social views of HIV and AIDS, emphasizing that all people are at some risk of contracting HIV and that the only way to know one's HIV status is by being tested;
- Information about accessing resources for sexual and reproductive health care and assistance with sexual assault and intimate partner violence, as well as students' legal rights to access these resources;
- Information about the effectiveness and safety of all federal FDA-approved contraceptive methods in preventing pregnancy (including emergency contraception);
- Information that abstinence is the only certain way to prevent unintended pregnancy and HIV and other STIs; information about value of delaying sexual activity must be included and must be accompanied by information about other methods for preventing pregnancy and STIs;
- Information about pregnancy, including 1) the importance of prenatal care; 2) all legally available pregnancy outcomes, including parenting, adoption, and abortion; and 3) California's newborn safe surrender law; and
- Information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking.

See EC § 51934 for the exact language of these requirements.

Any of these content areas may also be covered in an age-appropriate way prior to grade 7.

DOES THE LAW ALLOW ABSTINENCE-ONLY EDUCATION?

No. "Abstinence-only" sex education, which offers abstinence as the only option for preventing STIs and unintended pregnancy, is not permitted in California public schools.

Comprehensive sexual health education in grades 7-12 must include medically accurate, up-to-date information about the effectiveness and safety of all federal FDA-approved methods for preventing HIV, other STIs, and pregnancy. (EC § 51934(a)(9).)

In addition, abstinence may not be discussed in isolation from other methods of preventing HIV, other STIs, and pregnancy. The Education Code requires that instruction and materials include information that abstinence is the only certain way to prevent HIV, other STIs, and unintended pregnancy. However, it also states: "Instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy." (EC § 51934(a)(3).)

WHY IS THERE A REQUIREMENT FOR INTEGRATED INSTRUCTION, AND WHAT DOES IT MEAN?

In order to ensure that students receive instruction that best supports their need for accurate, comprehensive information, the requirement for integrated instruction means that there must be internal consistency within sexual health education and HIV prevention instruction and materials. All instruction and materials must support and align with the purposes of the California Healthy Youth Act and with each other; they may not be in conflict with or undermine each other or any of the purposes of the law. For example, schools may not use materials that, in promoting abstinence, focus exclusively on the failure rates or perceived disadvantages of condoms or contraception, even if schools attempt to balance these materials with other, objective information. (EC §§ 51930(b)(4), 51933(c).)

HOW DOES THE LAW PROMOTE HEALTHY RELATIONSHIPS FOR YOUTH?

The California Healthy Youth Act has a strong emphasis on healthy relationships, in both the purposes and the required content. Students must be taught knowledge and skills related to recognizing, building, and maintaining healthy relationships that are based on mutual affection and are free from violence, coercion and intimidation. This includes teaching decision-making and communication skills and helping students to understand the value of and prepare for committed relationships, such as marriage. It also includes information about unhealthy behaviors and risks to their health, such as sexual harassment, sexual assault, intimate partner violence, and sex trafficking. (EC §§ 51930(b); 51933(f), (g), (h); 51934(a)(10).)

DOES THE LAW REQUIRE INSTRUCTION ABOUT LOCAL HEALTH RESOURCES?

Yes. The California Healthy Youth Act requires that students learn about local resources for sexual and reproductive health care, sexual assault and intimate partner violence. The law also requires instruction about how students can access those resources and their rights to access them. For example, under California law, minors aged 12 and above have the right to confidentially access and make their own decisions regarding reproductive health care, including birth control, prenatal care, abortion, and prevention of and treatment for HIV and STIs. (Family Code §§ 6925, 6926; *American Academy of Pediatrics v. Lungren*, 16 Cal.4th 307 (1997)). Students also have the right to obtain sensitive services, including reproductive health care, during school hours, and must be allowed to leave campus for the purpose of obtaining these services. (EC § 48205; EC § 46010.1; 87 Ops. Cal. Atty. Gen. 168, 172 (2004)). In these instances, schools are not allowed to require parental consent or notification, and must mark the student's absence as excused and allow the student to make up full credit for assignments or class time missed.

DOES THE LAW REQUIRE INSTRUCTION ON CALIFORNIA'S AFFIRMATIVE CONSENT STANDARD?

Another law, distinct from the California Healthy Youth Act, also took effect in 2016. This law, Education Code § 33544, requires that all school districts that have health education as a graduation requirement must include instruction on California's affirmative consent standard. This standard is defined as follows: "'Affirmative consent' means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the

affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.” (EC § 67386.)

Instruction on the affirmative consent standard is not mandatory for districts that do not require a health education course for graduation. The law also does not require that this instruction be provided within comprehensive sexual health and HIV prevention education. However, the California Healthy Youth Act does require that comprehensive sexual health education and HIV prevention education address healthy relationships and communication, and consent for sexual activity is an important component of this instruction. Therefore, there is natural overlap between the law relating to the affirmative consent standard and the California Healthy Youth Act.

WHAT DETERMINES WHETHER THE FACTS TAUGHT ARE MEDICALLY ACCURATE?

Instruction is medically accurate if it is verified or supported by proper scientific research, published in peer-reviewed journals as appropriate, and recognized as accurate and objective by agencies with expertise in the field, such as the federal Centers for Disease Control and Prevention (CDC), the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (EC § 51931(f).)

WHAT DOES THE LAW SAY ABOUT LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER (LGBTQ) STUDENTS, SEXUAL ORIENTATION, AND GENDER/GENDER IDENTITY?

All instruction and materials in grades K-12 must be inclusive of LGBTQ students. Instruction shall affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, must be inclusive of same-sex relationships. (EC § 51933(d)(5).) It must also teach students about gender, gender expression, gender identity, and explore the harm of negative gender stereotypes. (EC § 51933(d)(6).) This means that schools must teach about sexual orientation and what being transgender means.

The California Healthy Youth Act requires that sexual health education be appropriate for use with students of all genders and sexual orientations and clearly states that part of the intent of the law is “to encourage a pupil to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.” (EC § 51930.)

The California Healthy Youth Act also prohibits sexual health education classes from promoting bias against anyone on the basis of any category protected by Education Code § 220, which includes actual or perceived gender and sexual orientation.

WHAT DOES THE LAW SAY ABOUT STUDENTS WITH DISABILITIES?

Instruction and materials must be appropriate for and accessible to students with disabilities. This includes but is not limited to providing a modified curriculum, materials and instruction in alternative formats, and auxiliary aids. (EC § 51933(d)(3).)

WHAT DOES THE LAW SAY ABOUT STUDENTS WHO ARE ENGLISH LEARNERS?

The California Healthy Youth Act requires that instruction be made available on an equal basis to pupils who are English learners, whether they are placed in English immersion classes or alternative bilingual education classes, and must be consistent with the existing sex education curriculum. (EC § 51933(d)(2).) In addition, the law requires that instruction be appropriate for use with students of all races and ethnic and cultural backgrounds. (EC § 51933(d)(1).)

DOES THE LAW PERMIT THE USE OF OUTSIDE SPEAKERS?

School districts may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health education and HIV prevention education or to provide training for school district personnel. All outside consultants and guest speakers must have expertise in comprehensive sexual health education and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in their instruction. (EC § 51936.)

Instruction provided by outside consultants or guest speakers must fulfill the same requirements as instruction provided by employees of the school district. This instruction must be integrated into and may not conflict with other instruction or with the purposes of the law. If schools use outside consultants or guest speakers, they must provide parents with the name of the provider's organization and the date of instruction at the beginning of the school year or no fewer than 14 days prior to the date of instruction.

HOW DOES THE LAW SUPPORT FAMILY COMMUNICATION ABOUT COMPREHENSIVE SEXUAL HEALTH?

Instruction and materials shall encourage a student "to communicate with his or her parents, guardians, and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so." (EC § 51933(e).)

WHAT DOES THE LAW SAY ABOUT PARENT/GUARDIAN NOTIFICATION AND CONSENT FOR INSTRUCTION?

Parents or guardians must be notified by the school or district at the beginning of the school year (or at the time of enrollment) about planned comprehensive sexual health and HIV prevention education, and must be given an opportunity to review materials. The school district must also inform parents/guardians about whether the instruction will be provided by district personnel or outside consultants. If instruction will be

provided by outside consultants, the notice must include the name and organizational affiliation of the outside consultant and the date of the instruction. The notice must also inform parents/guardians of their right to request copies of Education Code §§ 51933, 51934, and 51938. If arrangements for guest speakers or outside consultants are made after the initial notification is sent out at the beginning of the year, districts must notify parents at least 14 days prior to the instruction via mail or another commonly used method.

The law allows parents or guardians to remove their child from comprehensive sexual health and HIV prevention education, as defined in the statute (EC §§ 51931(b), (d), 51932.), using a passive consent or “opt-out” process. Schools may not require active consent (“opt-in”) for participation in comprehensive sexual health and HIV prevention education in any grade, including elementary school. (EC § 51938(a).) The notice sent to parents/guardians informing them about planned instruction must additionally inform them that they may remove their child from the instruction and that in order to do so they must state their request in writing to the school district. (EC § 51938(b)(4).) If the parent/guardian does not request in writing that the child be withheld, the child will attend the instruction. Schools may not require parents/guardians to return a signed acknowledgment that they have received the notice in order for their child to participate in the instruction; this serves as de facto active consent and is prohibited under the law.

WHAT DOES THE LAW SAY ABOUT PARENTAL/GUARDIAN CONSENT FOR SURVEYS?

In order to facilitate the collection of data needed by researchers to evaluate the effectiveness of comprehensive sexual health education and other unintended pregnancy prevention efforts, the law permits schools to administer anonymous, voluntary, confidential, age-appropriate surveys or questionnaires in which students are asked about their sexual activities and attitudes in order to measure their health behaviors and risks. Parents/guardian must be notified of any planned surveys or questionnaires, be given the opportunity to review these surveys or questionnaires and, in grades 7-12, be given the opportunity to request in writing that their child not participate. Schools may not adopt an active consent or “opt-in” policy for these surveys or questionnaires for students in grades 7 to 12. Prior to grade 7, parents must give active consent in order for their child to participate. (EC § 51938(c).)

WHAT DOES THE LAW SAY ABOUT ANTI-HARASSMENT, BULLYING PREVENTION OR SAFE SCHOOLS PROGRAMS?

School districts have an affirmative legal obligation to prevent bias-based bullying, harassment and discrimination and to create a safe and welcoming environment for all students. (EC §§ 201, 220.) The California Healthy Youth Act supports these efforts by requiring inclusive instruction and prohibiting biased instruction. The law does not permit parents to remove their children from anti-harassment programs or other instruction that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family but does not discuss human reproductive organs and their functions. (EC § 51932(b).) This is to ensure that all students feel safe on and off campus knowing that all their peers received the same messages on acceptable and unacceptable behaviors, resulting in a positive school climate.

DOES THE LAW REQUIRE TEACHERS TO BE TRAINED?

Comprehensive sexual health and HIV prevention education must be taught by instructors trained in the appropriate courses. (EC §§ 51934(a), (b).) This means that instructors must have knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (EC § 51931(e).)

In addition, school districts must provide periodic training to all district personnel who provide HIV prevention education to enable them to learn new developments in the scientific understanding of HIV. Teachers with a demonstrated expertise in the field or who have received training from the California Department of Education, their affiliates or Centers for Disease Control and Prevention need not be additionally trained by the district. School districts may expand the training to include the topic of comprehensive sexual health education.

ARE THE HEALTH FRAMEWORK FOR CALIFORNIA PUBLIC SCHOOLS AND THE CALIFORNIA HEALTH EDUCATION CONTENT STANDARDS CURRENT WITH RESPECT TO LEGAL REQUIREMENTS FOR COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION?

No. The Health Framework is extremely outdated and is inconsistent with the California Healthy Youth Act; it should not be used. The California Health Education Content Standards, adopted in 2008, do not in most respects directly conflict with the California Healthy Youth Act but also do not include all required content. Therefore, the health standards should not be independently relied upon for developing or evaluating sexual health curriculum.

THIS RESOURCE WAS DEVELOPED BY THE ACLU OF CALIFORNIA,
A collaboration of the ACLU of Northern California, the ACLU of Southern California, and the ACLU of San Diego & Imperial Counties

For more information, go to http://www.aclunc.org/sex_ed.
If you are concerned that your school is not following the law, contact the ACLU for help.

- ☐ Consent
☒ Information/Discussion
☐ Action/Discussion

SUBJECT: Future Agenda Items

DATE: April 25, 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 April 25, 2019 Regular Board Meeting:

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- Special Budget Meeting (May 16, 2019)
- California School Board Association Board Self Evaluation Process (May 2019)
- District Field Trips Review (June 2019)
- Fund 40 Capital Improvements
- Counseling Study Continued
- Update to Policy and Regulation 6145 Extracurricular and Co-Curricular Activities