

Site Visit

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING

Trustees

John Paff, President
Brian Swanson, Clerk
Debbie Crandell
Cristy Dawson
Bill Phillips
Parker Llantero, Student Rep

DATE: Thursday, November 1, 2018

TIME: 7:00 p.m. Open Session

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

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

- A. Call Public Session to Order
- B. Roll Call
- C. Adopt Agenda
- D. Pledge of Allegiance

II. SITE PRESENTATIONS

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

Pacific Grove High School's presentation: **What's Your 1 Degree?**

III. COMMUNICATIONS

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

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

V. CONSENT AGENDA

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

- | | Page |
|---|------|
| A. <u>Minutes of October 25, 2018 Board Meeting</u> | 5 |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #5</u> | 11 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #5. | |
| C. <u>Classified Assignment Order #5</u> | 13 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #5. | |
| D. <u>Warrant Schedules No. 601</u> | 15 |
| Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | |
| E. <u>Contract for Services with Art Council of Monterey County</u> | 17 |
| Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal) The District Administration recommends the Board review and approve the contract for services with the Art Council of Monterey County to provide art lessons for all first grade students. | |

- F. Contract with Monterey Peninsula Unified School District for an Adaptive PE Teacher 19
Recommendation: (Clare Davies, Director of Student Services) The District Administration that the Board review and approve a contract with the Monterey Peninsula Unified School District to provide an Adaptive PE teacher to serve the needs of students with disabilities as per Individual Education Plan team decisions.

Move: _____ Second: _____ Vote: _____

VI. ACTION/DISCUSSION

- A. Water Polo Team at Pacific Grove High School 23
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board review the information regarding adding Water Polo teams at Pacific Grove High School and provide direction to Administration.

Move: _____ Second: _____ Vote: _____

- B. 2018-19 Declaration of Need For Fully Qualified Educators 25
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends the Board review and adopt the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2018-2019 school year.

Move: _____ Second: _____ Vote: _____

- C. Update to Board Policy 6152, Exhibit 6152(a), and Exhibit 6152(b) Class Assignment 29
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the updates to Board Policy 6152, Exhibit 6152(a), and Exhibit 6152(b) Class Assignment.

Move: _____ Second: _____ Vote: _____

- D. Board Calendar/Future Meetings 39
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

VII. INFORMATION/DISCUSSION

- A. California School Employees Association Evaluation Process 43
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration respectfully recommends the board review, discuss and provide further direction to Administration.

Board Direction: _____

B. Future Agenda Items

52

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.

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

Board Direction: _____

VIII. ADJOURNMENT

Next regular meeting: November 15, 2018 – Forest Grove Elementary School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 25, 2018 – District Office

I. OPENED BUSINESS

- A. Called to Order 7:01 p.m.
- B. Roll Call
- | | |
|-------------------------|--------------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| Absent: | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Chin-Bendib |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Parker Llantero |

C. Adopted Agenda

Changes to the agenda include moving Action/Discussion Item C Water Polo Team at Pacific Grove High School to Action/Discussion item A.

MOTION Crandell/Dawson to adopt agenda as amended

Public comment: none

Motion CARRIED 4 – 0

- D. Pledge of Allegiance Led By: Student Nick

II. SITE PRESENTATIONS

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

Pacific Grove Middle School's presentation: **Catch the Wave!**

Pacific Grove Middle School Principal Sean Roach welcomed the Board, parents and students. The group visited Barbara Priest's music classroom. When the group returned, Linda Goulet's foods class served quiche to the Board and audience, two students spoke about the Food's class.

Students from the Leadership Class spoke about leadership, integrity, and their passion for wanting to make an impact on students, leaving a positive legacy at Pacific Grove Middle School.

AVID students including Teacher Moira Mahr spoke to the Board about how the class prepares them for college and jobs, helping them work towards their futures.

The Board enjoyed the presentation, thanked the students for presenting and were happy to be back at Pacific Grove Middle School.

III. COMMUNICATIONS

A. Written Communication

The Board received written communications regarding Pacific Grove High School Water Polo Team, kudos regarding Illuminate program, future work of the City of Pacific Grove, and staff communication regarding music.

B. Board Member Comments

Student Trustee Llantero provided an update on activities and events happening at Pacific Grove High School including the upcoming football game with Carmel, and noted the Pine Avenue demonstration regarding bike lanes will be rescheduled to November.

Trustee Dawson visited Adult Education during the Fall Festival, toured the new preschool sites, and said it was magical to see a site that covers education from beginning to end.

Trustee Crandell visited most of the sites recently, appreciated the welcome from staff, noting the sites were great and acknowledged the Grounds Team saying the school grounds look pristine, manicured and clean.

Trustee Swanson acknowledged Assistant Superintendent Song Chin-Bendib, saying she is providing incredible information and is a tremendous asset to the District.

Trustee Paff mirrored sentiments regarding Assistant Superintendent Chin-Bendib; noted he visited the Pacific Grove Middle School and thanked the staff and students for the visit; thanked the Pacific Grove High School for the Cash to College presentation.

C. Superintendent Report

Superintendent Porras congratulated staff and families on a successful Butterfly Parade; acknowledged the Pacific Grove Middle School Safety Night, though not a heavy turnout from parents, it was informative; acknowledged the retirement of Don Mothershead of the City of Pacific Grove Recreation Department and thanked him for his years of service and support to the District.

D. PGUSD Staff Comments (Non Agenda Items)

None.

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Pacific Grove City Council Rudy Fisher spoke to the Board on the Forest Lodge turnout; cross-walk concerns; Congress Avenue project; telecommunications cell tower, noting the interest in keeping cell towers away from the students; and introduced City Council candidates Steve and Joe.

Joe, running for Pacific Grove City Council, said any decisions made will be best for the youth.

Steve, also running for Pacific Grove City Council, said with such amazing students the future is in good hands.

Teresa Stacy, longtime educator, noted Pacific Grove Middle School is amazing, wonderful educators, the students are going to change the world. Expressed concern about the small-town of Pacific Grove and urged voters to vote yes on Measure M regarding vacation rentals and asked voters to take back the town.

V. CONSENT AGENDA

- A. Minutes of October 4, 2018 Board Meeting
- B. Certificated Assignment Order #4
- C. Classified Assignment Order #4
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Brandman University Fieldwork Contract
- G. Discovery Line, Inc. Contract for Service
- H. Monterey Bay Urgent Care Contract for Service
- I. Wilson's Plumbing Contract for Service
- J. Tri-County Fire Protection Contract for Service
- K. Contract for Services with John Upshaw DBA Monterey DJ. at Pacific Grove Middle School
- L. Contract for Services with Jon Nordgren, Music Clinician at Pacific Grove Middle School
- M. Contract Services for Robert Down Elementary School Ottortorium Piano Tuning
- N. Contract for Services with Swun Math
- O. Contract for Services for F.A.S.T. Translation Services
- P. Lifeguards for the Pacific Grove High School Senior Picnic

MOTION Dawson/Swanson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 4 – 0

VI. ACTION/DISCUSSION

A. Water Polo Team at Pacific Grove High School

Pacific Grove High School Principal Matt Bell presented information to the Board, including feedback from Athletic Director Todd Buller. The Board discussed this item and asked questions regarding funding, fees, survey to students, times of games, number of games, number of players, December deadlines for league.

Trustee Crandell noted part of the decision during the swimming pool construction was to include water polo as a sport.

The Board asked to see the survey to students.

Trustee Crandell and Trustee Dawson were in favor of seeing the sport approved.

Student Trustee Llantero said she wished this had happened years ago.

Public comment:

Jeremy Hill said he did not agree that there are not enough players, noting there is plenty of interest among students, students already participating in the league.

Casey Lyon noted the many letters of support from local high school head coaches in the area that encouraged Pacific Grove to form a water polo team; Lyon plays water polo in a legacy team and spoke about the impact it has had on him; noting a small group can move mountains.

Sara Chavez, water polo player, said you cannot replicate what is taught in water polo; that scholarship opportunities are being taken away from students because there is no team.

Todd Lyons has students coming into Pacific Grove High School; said water polo is a lifetime sport; the sport builds comfort and confidence in the water; building a sense of team; said there doesn't have to be a huge group of people in order to form a team.

Sydney, student, grew up in Central Valley and always played water polo and asked the Board to form a team at Pacific Grove High School.

Sydney's mom said they were saddened that there is no water polo team, and that Sydney is playing with Legacy but that she hopes she will be able to play for Pacific Grove High School.

Director of Technology Bruce Cates, water polo player since 1970, noted the good parent support, the excitement and the great facility available for this sport.

Parent Lacrisha Ferriera noted the survey to students was a great idea, asked that it be accessible to all students, asked that the survey include current 8th grade students; noted the solid support and interest; an opportunity for students; the community is behind it.

Angela, former Pacific Grove High School student, said high school is a place for new experiences and urged the Board to add a water polo team.

Ally Shoemaker was disappointed there wasn't a current team and would appreciate it being offered next school year.

Barbara noted people that play water polo are good swimmers, asked how many students swim but don't play a sport in the fall, and said water polo is a great sport.

Grace, Pacific Grove Middle School student, talked to Ms. Goulet and offered to add an announcement to the morning bulletin to get the word out to students.

No action taken. The Board directed Administration to bring the item back at the next meeting on November 1, 2018.

B. Capital Project List

Assistant Superintendent Chin-Bendib presented information to the Board. The Board directed Administration to bring back additional information on developer fees.

MOTION Crandell/Dawson to approve the Capital Project List.

Public comment:

Parent Carolyn Swanson asked about developer fees and why the District did not collect developer fees.

Motion CARRIED 4 – 0

C. 2018-19 Budget Revisions #2

Assistant Superintendent Chin-Bendib presented information to the Board.

MOTION Swanson/Crandell to approve the 2018-19 Budget Revisions #2.

Public comment: none

Motion CARRIED 4 – 0

MOTION Swanson/Dawson to extend the meeting until 11:00 p.m.

Public comment: none

Motion CARRIED 3 – 1

D. Update to Board Policy and Regulation 5145.12 Search and Seizure, and Regulation 5146 Electronic Signaling or Imaging Devices

Superintendent Porras presented information to the Board.

MOTION Crandell/Paff to approve the Update to Board Policy and Regulation 5145.12 Search and Seizure, and Regulation 5146 Electronic Signaling or Imaging Devices.

Public comment: none

Motion CARRIED 4 – 0

E. Board Calendar/Future Meetings

No action taken.

VII. INFORMATION/DISCUSSION

A. Pacific Grove Unified School District Safety Update

Director of Student Safety Barbara Martinez presented information to the Board including Big 5 Emergency Response Training for staff; additional training for PGUSD employees; Big 5 Student Training; facilities safety updates including the possible Pacific Grove Middle School entry office relocation; fences and gates updates; and additional safety resources.

Public comment:

Parent Dana Jones thanked SRO Hanks and Assistant Principal Jason Tovani for the safety meeting at Pacific Grove Middle School. Thanked the Board for the pedestrian gates at Forest Grove Elementary School. Said she was frustrated that the Pacific Grove Middle School front door is not being locked, saying it was not just about an active shooter, didn't want the topic to be a joke, and that the door was an issue.

Parent Sally Jones thanked Robert Down Elementary School Principal Sean Keller, Director of Facilities and Transportation Matt Kelly and Director Martinez for the lock-bloks and the co-op gates being done.

B. Review of the Free and Reduced Meals Program

Assistant Superintendent Chin-Bendib presented information to the Board.

C. California School Employees Association Evaluation Process

Due to time, this item was moved to the next Regular Board Meeting on November 1, 2018.

D. Future Agenda Items

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

Public Comment:

Parent Carolyn Swanson asked the Board to visit the preschool on David Avenue to see the Special Education and socio-economic students.

VIII. ADJOURNED

10:58 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #5

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #5

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. 5
November 1, 2018**

NEW HIRE:

Jennifer Hall, PGAS Extended Day Preschool Instructor, 8 hrs./day/5 days/week, 12 month work calendar, Column A, Step 4, effective September 17, 2018

ADDITIONAL ASSIGNMENTS:**2018-19 PGMS Fall Sports Stipends**

Employee	Assignment	% Stipend	Funding	Amount
John Gruberg Replacing Thatcher Weldon	Boys' Varsity Tennis	1.0	GF	2,891

LEAVE OF ABSENCE:

Kayla Naylor, FGE Teacher 4th Grade, requests maternity and childrearing leave effective October 2, 2018

Kristen Sweeney, FGE Teacher Kindergarten, requests maternity and childrearing leave effective November 9, 2018

SUBSTITUTE:

Christy Merwin

SUBJECT: Classified Assignment Order #5

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #5

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. 5
November 1, 2018**

NEW HIRE:

Jon Vickroy, PGMS, Campus Supervisor, 30 hours per week, 180 day work calendar, Range 29, Step D effective October 29, 2018 (new position)

LEAVE OF ABSENCE:

Suzanne Ellzey, qualifies for and requests a leave of absence under the Family Medical Leave Act effective November 5, 2018 through May 31, 2019

SUBSTITUTE:

Reina Alvarado
Heather Radcliffe

SUBJECT: Warrant Schedule 601

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

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 601Warrants- PayrollOCTOBER 2018

Certificated-	Regular 10/05/18	\$	0
	Regular 10/10/18	\$	9,051.81
	Regular 10/15/18	\$	0
	Regular 10/30/18	\$	1,728,194.24
<u>Total Certificated</u>		\$	<u>1,737,246.05</u>
Other-	Regular 10/05/18	\$	0
	Regular 10/10/18	\$	0
	Regular 10/15/18	\$	0
	Regular 10/30/18	\$	0
<u>Total Other</u>		\$	<u>0</u>
Classified-	Regular 10/05/18	\$	3,535.42
	Regular 10/10/18	\$	3,079.18
	Regular 10/15/18	\$	0
	Regular 10/30/18	\$	674,650.35
<u>Total Classified</u>		\$	<u>681,264.95</u>
<u>TOTAL PAYROLL</u>		\$	<u>2,418,511.00</u>

Warrants- AP

Warrants <u>12427903</u> through <u>12427916</u> (09/27/18)	\$	<u>73,199.64</u>
Warrants <u>12428596</u> through <u>12428621</u> (10/02/18)	\$	<u>41,981.31</u>
Warrants <u>12429297</u> through <u>12429326</u> (10/04/18)	\$	<u>70,742.86</u>
Warrants <u>12430178</u> through <u>12430213</u> (10/09/18)	\$	<u>102,663.02</u>
Warrants <u>12430916</u> through <u>12430940</u> (10/11/18)	\$	<u>35,327.58</u>
Warrants <u>12431549</u> through <u>12431569</u> (10/16/18)	\$	<u>44,879.55</u>
Warrants <u>12432231</u> through <u>12432236</u> (10/18/18)	\$	<u>11,230.33</u>
Warrants <u>12432871</u> through <u>12432889</u> (10/23/18)	\$	<u>15,211.33</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,813,746.62</u>

SUBJECT: Contract for Services – Art Council of Monterey County

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

RECOMMENDATION:

The District Administration Recommends the Board review and approve the contract for services with the Art Council of Monterey County to provide art lessons for all first grade students.

BACKGROUND:

Forest Grove Elementary School has long valued having a vibrant arts curriculum to enhance and support all of the content areas. This value is supported by having a Visual and Performing Arts goal written into our Single Plan for Student Achievement. Similar services have been provided in past years when teachers deem that this program would serve as an enhancement to the educational program in their grade level.

INFORMATION:

Under this contract for services, the Arts Council of Monterey County will teach eight art lessons to our first grade students on Fridays. The purpose of the program is to increase awareness and appreciation for various art forms while providing students an opportunity to gain hands on experience.

FISCAL IMPACT:

This service is not budgeted on an annual basis because it is funded through grant writing. This year the project is being funded through a grant from PG P.R.I.D.E. (Public Response In Dollars for Education). The grant will cover the entire cost of the contract for services, so the general fund will not be impacted.

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
Art Council of Monterey County _____ for services rendered as specified below.

1. Scope of Service:

To provide: Art Lessons for 1st grade students Moore, Patel and Welch

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

Increased awareness & appreciation for various art forms. Hands on application. Services not provided within district.

3. Length of the Contract:

Service is to be provided on the following date(s):
August 31st until program end. (3 hours every Friday)

4. Financial Consideration:

Consultant to be paid at the rate of:

_____ (\$ per hr/day/other)
for 3 hours per day – 8 weeks _____ (hours/days/other)

School Funding Source: PRIDE Grant

Account Code: 01-0038-0-1110-1000-5800-00-003-5995-0720

Consultant (Please print) _____

Address _____ Phone _____

Signed _____ Date _____

☐ District Employee ☐ Independent Consultant

Signed _____ Date _____

Site/Program Administrator (Check appropriate box below)

X 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.

SUBJECT: Contract with Monterey Peninsula Unified School District for an Adaptive PE Teacher

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve a contract with the Monterey Peninsula Unified School District to provide an Adaptive PE teacher to serve the needs of students with disabilities as per Individual Education Plan team decisions.

BACKGROUND:

Adaptive PE meets the unique needs of individual students with disabilities. The APE teacher provides planning and assessment, consultation for general physical education teachers, specially designed instruction, and adapts or modifies the curriculum, task, equipment, and/or environment so a student with a disability can participate in all aspects of physical education.

INFORMATION:

The MPUSD Adaptive PE teacher will provide direct and consultative services one day a month for students with disabilities that have been identified to require this service through the Individualized Education Plan team process.

FISCAL IMPACT:

The Board reviewed and approved Special Education contracts for the 2018-19 school year in June of 2018. The projected cost increased from \$4,603 to \$5,852. The contract was budgeted and is paid through the Special Education/Monterey Peninsula Unified School District fund.

435 Hillcrest Avenue
Pacific Grove, CA 93950

CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Monterey Peninsula Unified School District for services rendered as specified below.

1. Scope of Service:

To provide an Adaptive PE Teacher to provide consultation services to PE teachers and special education staff to meet the needs of students with disabilities so they can access the general education PE program.

2. Expected outcome(s)

Students with disabilities will be provided adaptive PE equipment, modified and/or alternative PE activities, so they can access the general education PE program.

3. Dates of Service:

Service is to be provided on the following dates:
August 8, 2018-May 31, 2019

4. Financial Arrangements:

School Funding Source: 01-6500-0-5750-1180-5800-00-000-2475-0740

Consultant: Monterey Peninsula Unified School District

Address: P.O. Box 1031, Monterey, CA 93940

Signed _____ Date _____

☐ District Employee

☐ Independent Consultant *

Signed _____ Date _____

Site/Program Administrator – (Check appropriate box below)

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

Contracted work was not assigned using District's normal employment recruitment process.

Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Asst. Supt./Supt.

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 9/05

Contract for Services Criteria

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

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

District/Site Administrator

Date

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.

Buck Roggeman
District/Site Administrator

10/22/18
Date

Ref: Contract for Services Criteria

Revised 02/15

SUBJECT: Water Polo Team at Pacific Grove High School

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

RECOMMENDATION:

The District Administration recommends that the Board review the information regarding adding Water Polo teams at Pacific Grove High School and provide direction to Administration.

BACKGROUND:

The Pacific Grove High School sports program has the following sports offered:

Pacific Grove High School Enrollment: 615 - 330 males, 285 females; in sports - 177 males, 136 females

Sport	Season	Gender	Levels
Football	Fall	Male	2
Volleyball	Fall	Female	2
Cross Country	Fall	Male and Female	2 in each gender
Tennis	Fall	Male and Female	1 in each gender
Golf	Fall	Male and Female	1 in each gender
Cheerleading	All 3	Male and Female	1 school team
Dance	All 3	Male and Female	1 school team
Basketball	Winter	Male and Female	3 in male, 2 in female
Soccer	Winter	Male and Female	1 in male, 2 in female
Wrestling	Winter	Male and Female	1 in each gender
Softball	Spring	Female	2
Baseball	Spring	Male	2
Track	Spring	Male and Female	2 in each gender
Lacrosse	Spring	Male and Female	1 school team
Swimming	Spring	Male and Female	1 male, 2 female

When there is interest in starting a new sports team, the usual protocol is to meet with students who are interested, find availability of being part of a league, secure funding for coaching and equipment, and availability of facility. Also taken into consideration is the season and number of sports being played that season as well as the ongoing sustainability of the sport.

Lacrosse was the most recently added sport in 2005. It became a club-sponsored sport for the first year and played other schools in non-league games. There was no funding given for coaching stipends nor for equipment. In year two, a single coaching stipend was given as there were not enough players for a JV. Equipment was funded through Breakers Club and fundraising.

INFORMATION:

Recently, there has been interest in starting three new sports at Pacific Grove High School: ultimate frisbee, girls lacrosse, which is a separate sport from boys lacrosse, and girls water polo. Girls lacrosse followed the standard protocol and began a club in the 2017-18 school year. Approximately 10 girls came for practice but the interest waned and only 3 stayed with the program.

Approximately 20 girls approached Athletic Director Todd Buller this year to begin a girls water polo team. Water polo is a fall sport. No boys have approached him to date. A number have indicated that they

only put their name on the list because they would like to see water polo at Pacific Grove High School, but were not genuinely interested in playing themselves. Athletic Director Buller will be putting out a survey in the next few weeks to assess the water polo interest, as well as other sports interests on a school-wide level.

Adding water polo, or any other sport, raises two major concerns that would need to be addressed: funding for the coaches, equipment, Central Coast Section and California Interscholastic Federation fees, and officials; and the draw of participants from other sports.

FISCAL IMPACT:

If a water polo team were added, and no additional funding were received, then one or more coaches, depending on the number of participants would have to be moved from other sports. If the Board approved additional stipends, then likely, one coach would be needed initially and potentially two in the second year.

The approximate cost for the first year is approximately as follows, subject to actual costs when the sports is in place:

- One water Polo Coach is estimated at \$3,506 (\$2,891 stipend plus salary-driven costs) and is comparable to current Tier II sports listed in the Pacific Grove Teachers Association Bargaining Agreement
- Referees fees are estimated at \$1,045 (8 home contest plus PSI fees)
- Central Coast Section (CCS) fee at \$140
- Equipment and officials funding fees for the first three years
- Transportation cost when a conflict of two Fall Sports happens at the same time or in general, transportation cost for an away game (e.g. Off site: \$40/hr for 4 hours for a driver, and \$2.75/mile for, say, 50 miles round trip, at an estimated total of \$457.50 per trip; \$45 flat fee per trip within Monterey Peninsula)
- Live guard cost if live guard is required for this sport
- Loss of Santa Clara Swim Club (SCSC) if the hours are in conflict; currently, SCSC has the morning and early evening hours of 5:30 to 7:30 am and 3:30 to 5:30pm. The District paid SCSC \$53,200 last fiscal year and received \$24,763.75 in pool revenue, with a net cost of \$28,436.25. However, SCSC has communicated that if these hours are not in place, they will not be able to provide the service to our elementary school students and high school freshmen. If the District wants to continue this program, it will have to find a replacement at comparable rate.
- Other ancillary cost to be determined

Parent and community members have committed to donate funds to cover all costs for this sport for the first three years.

SUBJECT: 2018-19 Declaration of Need For Fully Qualified Educators

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

RECOMMENDATION:

The Administration recommends the Board review and adopt the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2018-2019 school year.

BACKGROUND:

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

INFORMATION/DESCRIPTION:

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

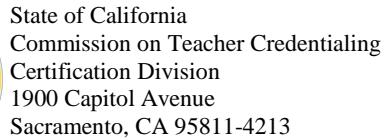
There may on occasion be a need for a teacher to take a part-time assignment needed to meet student enrollment. Part-time positions are sometimes difficult to fill with fully qualified educators but may serve as an excellent opportunity for a beginning teacher completing a credentialing program. The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

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

OPTIONS:

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

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



26

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

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

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

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit

Estimated Number Needed

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

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

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

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

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

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

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

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

SUBJECT: Update to Board Policy 6152, Exhibit 6152(a), and Exhibit 6152(b) Class Assignment

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the updates to Board Policy 6152, Exhibit 6152(a), and Exhibit 6152(b) Class Assignment.

INFORMATION:

The updates to Board Policy 6152, Exhibit 6152(a), and Exhibit 6152(b) were recommended by legal counsel related to Class Assignments. AB1012 is legislation that recently passed prohibiting high schools from assigning “contentless” courses to students (IE: TA, Free period, etc.) when there is no other course in which to place them. There are exceptions and conditions as noted in the policy.

- 1) BP 6152 (redline and clean): Revised BP 6152 to more closely resemble the CSBA sample and addresses the requirements of AB 1012.
- 2) Exhibit 6152(a): The form may be used to obtain written consent for a student to be assigned to a course without educational content or a course previously completed satisfactorily.
- 3) Exhibit 6152(b): The form may be used by the site administrator to comply with AB 1012’s requirement that such statement be maintained at the school.

An administrative regulation is not necessary. The attached forms should sufficiently address AB 1012’s requirements.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Instruction

Policy #6152

CLASS ASSIGNMENT

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors

2. Skills and classroom management style of individual teachers

3. Student skill level as indicated by multiple objective academic measures, such as student assessment results, grade point average, and grades in prerequisite courses

4. Balance of high, medium, and low academic achievers

5. Student interests, readiness, behavior, and motivation

6. Student/teacher ratios and, if relevant, class size reduction considerations

~~1. Recommendations of the current classroom teacher~~

~~2. Gender and ethnic balance~~

~~3. Academic balance of high, medium and low achievers~~

~~4. Balance of students with social, emotional and/or physical problems~~

~~5. Strengths of individual teachers~~

~~6. Student interests, readiness, behavior and motivation~~

The Superintendent or designee may accept from parents/ guardians any information that would be helpful in making placement decisions. However, parents/ guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one

Pacific Grove Unified School District

Instruction

Policy #6152

CLASS ASSIGNMENT

of many determining factors which must be taken into account when determining his/her child's placement.

During the school year, the Superintendent or designee may make any adjustments in class placement that he/she considers beneficial to the student or the educational program.

Additional Requirements for Grades 9-12

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)

a. The student is sent home or released from campus before the conclusion of the designated school day.

b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.

c. The student is not assigned to any course for the relevant course period.

2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

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27, 1999

____ Adopted: May

2018

Revised: November 1,

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CSBA: 10/95

Pacific Grove Unified School District

Instruction

Policy #6152

CLASS ASSIGNMENT

An exception to item #1 or #2 above may be made only if all of the following conditions are satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/ guardian if he/ she is younger than age 18 years, has consented in writing to the assignment.

2. A school official has determined that the student will benefit from being assigned to the course period.

3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/ guardian's consent and determined that the student will benefit from the assignment.

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)

The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

Any complaint that the district has not complied with the requirements in this section regarding assignments in grades 9-12 may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 51228.3; 5 CCR 4600-4687)

Legal Reference:

EDUCATION CODE

Page 3 of 1.
27, 1999

____ Adopted: May

Revised: November 1,

2018

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CSBA: 10/95

Pacific Grove Unified School District

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Policy #6152

CLASS ASSIGNMENT

[35020 Duties of employees fixed by governing board](#)

[35160 Authority of the board](#)

[51224.7 California Mathematics Placement Act of 2015](#)

[51228.1 Assignment to courses without educational content, grades 9-12](#)

[51228.2 Assignment to courses previously completed, grades 9-12](#)

[51228.3 Uniform complaint procedures; noncompliance with assignment limitations for grades 9-12](#)

[51705-51879.9 Authorized classes and courses of instruction](#)

[CODE OF REGULATIONS, TITLE 5](#)

[4600-4687 Uniform complaint procedures](#)

[Management Resources:](#)

[WEB SITES](#)

[California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>](#)

[National Association for the Education of Young Children: <http://www.naeyc.org>](#)

[Legal Reference:](#)

[EDUCATION CODE](#)

[~~35020 Duties of employees fixed by governing board~~](#)

Pacific Grove Unified School District

Instruction

Policy #6152

CLASS ASSIGNMENT

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
2. Skills and classroom management style of individual teachers
3. Student skill level as indicated by multiple objective academic measures, such as student assessment results, grade point average, and grades in prerequisite courses
4. Balance of high, medium, and low academic achievers
5. Student interests, readiness, behavior, and motivation
6. Student/teacher ratios and, if relevant, class size reduction considerations

The Superintendent or designee may accept from parents/guardians any information that would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account when determining his/her child's placement.

During the school year, the Superintendent or designee may make any adjustments in class placement that he/she considers beneficial to the student or the educational program.

Additional Requirements for Grades 9-12

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)

Pacific Grove Unified School District

Instruction

Policy #6152

CLASS ASSIGNMENT

- a. The student is sent home or released from campus before the conclusion of the designated school day.
 - b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.
 - c. The student is not assigned to any course for the relevant course period.
2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

An exception to item #1 or #2 above may be made only if all of the following conditions are satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/guardian if he/she is younger than age 18 years, has consented in writing to the assignment.
2. A school official has determined that the student will benefit from being assigned to the course period.
3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment.

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)

The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

Pacific Grove Unified School District

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Policy #6152

CLASS ASSIGNMENT

Any complaint that the district has not complied with the requirements in this section regarding assignments in grades 9-12 may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 51228.3; 5 CCR 4600-4687)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35160 Authority of the board

51224.7 California Mathematics Placement Act of 2015

51228.1 Assignment to courses without educational content, grades 9-12

51228.2 Assignment to courses previously completed, grades 9-12

51228.3 Uniform complaint procedures; noncompliance with assignment limitations for grades 9-12

51705-51879.9 Authorized classes and courses of instruction

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

WEB SITES

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

National Association for the Education of Young Children: <http://www.naeyc.org>

Pacific Grove Unified School District

Instruction

Exhibit #6152(a)

CONSENT TO COURSE WITHOUT EDUCATIONAL CONTENT OR PREVIOUSLY COMPLETED SATISFACTORILY

(Ed. Code §§ 51228.1, 51228.2, 51228.3)

Student's Name:**Grade:****ID #:****Class and period:****Term/School Year:**

For students under the age of 18:

I, _____ (parent/guardian), consent to _____ (student) being enrolled in the following course without educational content or previously completed satisfactorily: _____.

I understand that the administration of the school has determined that this course will benefit my student.

Signature_____

Date:_____

For students 18 years old and older:

I, _____ (student), consent to being enrolled in the following course without educational content or previously completed satisfactorily: _____. I understand that the administration of the school has determined that this course will benefit me.

Signature_____

Date:_____

Pacific Grove Unified School District

Instruction

Exhibit #6152(b)

STATEMENT CONCERNING COURSE WITHOUT EDUCATIONAL CONTENT OR PREVIOUSLY COMPLETED SATISFACTORILY

(Ed. Code §§ 51228.1, 51228.2, 51228.3)

I, _____ (principal/assistant principal), certify that for the _____ school year, no students are assigned to a course without educational content or a course that he/she has already satisfactorily completed unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment. No students are assigned to a course without educational content or a course that he/she has already satisfactorily completed because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day.

Signature_____

Date:_____

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and possibly modify the schedule of meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approves the meeting calendar as presented. The calendar is reviewed at each Board meeting.

INFORMATION:

Changes to the Board meeting dates must be approved by a majority vote of the Trustees.

Board Meeting Calendar, 2018-19 School Year

Aug. 23	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ 2018-2019 Consolidated Application ✓ Set Date for Annual Organizational meeting ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 11	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	District Office
Sept. 20	Regular Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised ✓ Williams Uniform Complaint Report	Robert Down (School Site Visit)
Oct. 4	Regular Board Meeting ✓ Superintendent's Goals ✓ Bus Ridership ✓ Week of the School Administrator	District Office
Oct. 25	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2018-19 Working Budget (Preliminary First Interim)	Middle School (School Site Visit)
Nov. 1	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion ✓ Review of Enrollment, Class Size and Teacher Ratios	High School (School Site Visit)
Nov. 15	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	Forest Grove (School Site Visit)
Dec. 13	Organizational Meeting ✓ Election of 2018-2019 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*

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

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

SUBJECT: California School Employees Association Evaluation Process

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration respectfully recommends the board review, discuss and provide further direction to Administration.

BACKGROUND AND INFORMATION:

Upon request and for your information the CSEA employee evaluation contract language and form are provided. This process including the current evaluation form were last negotiated and revised in an agreed upon committee outside of negotiations during the 2006-07 school year.

ARTICLE IX

EVALUATION PROCEDURES

A. General Provisions:

1. Evaluations: Constructive criticism and disciplinary problems between classified Employees and supervisors must be discussed at the time the issue is pertinent rather than holding it in abeyance until the time of written evaluation. Written evaluations will be made on the appropriate form (Appendix H).

a. Completion Dates for Evaluation: All regular Employees shall be evaluated by their immediate supervisors with input from the lead classified employee or teacher, on the negotiated form (Appendix H) in accordance with the following schedule:

1) Probationary Employees – at least twice during the nine (9) month probationary period.

2) Promotional Employees – at least twice during the six (6) month probationary period.

3) Permanent Employees – at least once every two (2) years

4) If a transfer is made less than forty (40) working days prior to a regular evaluation, the regular evaluation will be made by the former supervisor.

B. Procedure to be Followed:

1. Involvement of Personnel: Staff members being evaluated shall be given a copy of the evaluation form and procedures page by his/her supervisor at the time he/she is noticed of the evaluation conference. The Employee may complete a self-evaluation of his/her work on the negotiated form (Appendix H) and present it to his/her supervisor during the evaluation conference.

2. Evaluation Conference:

a. Upon receipt of notice that an Employee needs to be evaluated the immediate supervisor shall set in advance an evaluation conference. A notice will be given at least two weeks in advance.

b. During the conference, the supervisor and Employee shall review the goals established for the evaluation period just completed.

c. Performance evaluation reports shall be made on Appendix H evaluation form, and shall be prepared by the Employee's immediate supervisor. Any "requires improvement" or "not satisfactory" portion of a summary evaluation shall require specific

1 been completing the requirements of the classification, in an "Effective–Meets Requirements"
2 manner as documented in Appendix H for a minimum of the most recent one (1) year period and
3 has no limitations that would preclude satisfactory performance in the vacant position, as
4 documented by most recent employee evaluations, then the employee shall be transferred to the
5 vacancy. If more than one employee is eligible for the transfer then the most qualified
6 employee, as recommended by the interview committee, shall be given priority.

1 recommendations for improvements and provisions for assisting the Employee in implementing
2 any recommendations made.

3 d. The immediate supervisor shall present the performance evaluation
4 report to the Employee and discuss it with him/her. The evaluation form may be signed by the
5 Employee and he/she shall be given a signed copy. The Employee shall have the right to review
6 and respond in writing to any comments made prior to review by the administration.

7 e. Performance evaluation reports shall be filed in the Employee's
8 personnel records and may be available for review in connection with promotional examinations
9 and disciplinary actions.

10 f. A "Not satisfactory" summary evaluation will be noted in specific
11 outline details by the immediate supervisor in section F on the prescribed evaluation form.

12 C. Special Evaluations: At any time a supervisor may issue a special evaluation
13 to an Employee. An employee may also request a special evaluation one (1) time within the two
14 (2) year evaluation period. Special evaluations shall be made on the prescribed evaluation form
15 and shall set forth specific reasons for recognition of outstanding or unsatisfactory service by the
16 Employee. They shall be delivered to the Employee personally by his/her immediate supervisor
17 whenever practical.

18 D. Not Satisfactory Evaluation Procedure: All personnel evaluations are strictly
19 confidential and for intra-district use only. Any Employee who received a "Not Satisfactory" or
20 "Requires Improvement" Summary evaluation for reasons other than those designated in
21 Education Code 45303, shall be re-evaluated after thirty (30) calendar days. On the basis of
22 incompetence the Employee shall receive at least two (2) consecutive "Not Satisfactory"
23 Summary evaluations before suspension, demotion or dismissal occurs. If two (2) or more
24 unsatisfactory "Not Satisfactory" Summary evaluations are received over a period of two (2)
25 years, suspension, denial of step increases, demotion or dismissal may be considered.

26 E. Appeals: If the Employee is not satisfied with his/her performance
27 evaluation and cannot resolve the problems with the supervisor, the Employee may request a
28 hearing before the Employer's Director of Human Resources. The Employer's Director of Human
29 Resources, along with an Association representative, shall review all necessary facts in the case
30 and make appropriate recommendations to the Employee, the supervisor, and if necessary, the
31 Superintendent. The Employee may file a grievance if any of the above procedures have been
32 violated.

1 F. Personnel Files: The official personnel files of each classified Employee shall
2 be maintained in the Human Resources Office. No adverse action of any kind shall be taken
3 against an Employee based upon materials which are not in the main personnel file.

4 G. Derogatory Material: Employees shall be provided with copies of any
5 derogatory written materials five (5) working days before it is placed in the Employee's personnel
6 file on a permanent basis. The Employee shall be given a reasonable opportunity during normal
7 working hours and without loss of pay to initial and date material and to prepare a written
8 response or grievance regarding such material. The written response shall be attached to the
9 derogatory materials.

10 H. Right to Access: An Employee shall have the right to a reasonable amount
11 of time without loss of pay to examine and/or obtain copies of any material from the Employee's
12 own personnel file with the exception of material that includes records which were obtained prior
13 to the employment of the Employee involved. Employee files may be examined by an
14 Association representative upon written permission by the Employee. (See Article XVII Section 1)

PGUSD PERFORMANCE EVALUATION REPORT

Classified Personnel

Employee Name
Classification
If unscheduled report, check here <input type="checkbox"/>

Location	
Employee Status	
Due Date	

Section A				
a	b	c	d	e
NOT SATISFACTORY	REQUIRES IMPROVEMENT	EFFECTIVE - MEETS REQUIREMENTS	EXCEEDS REQUIREMENTS	FACTOR CHECK LIST Immediate Supervisor Must Check Each Factor in the Appropriate Column
QUALITY OF WORK				
				1. Knowledge of Work
				2. Problem Solving
				3. Planning and Organizing
				4. Job Skill Level
WORK ATTITUDE				
				5. Initiative
				6. Goal Oriented
				7. Motivation
				8. Self Reliance
				9. Resourceful
				10. Accepts Responsibility
				11. Accepts Direction
				12. Accepts Change
				13. Effectiveness Under Stress
ATTITUDE TOWARD OTHERS				
				14. Public Contacts
				15. Pupil Contacts
				16. Employee Contacts
Checks in Column (a) must be explained in Section F				

Section B				
a	b	c	d	e
NOT SATISFACTORY	REQUIRES IMPROVEMENT	EFFECTIVE - MEETS REQUIREMENTS	EXCEEDS REQUIREMENTS	FACTOR CHECK LIST Immediate Supervisor Must Check Each Factor in the Appropriate Column
DEPENDABILITY				
				17. Observance of Work Hours
				18. Attendance
				19. Meeting Deadlines
				20. Completes Assigned Tasks
				21. Works Independently
OTHER				
				22. Compliance with Rules
				23. Safety Practices
				24. Appearance of Work Station
				25. Operation/Care of Equipment
FACTORS FOR LEAD EMPLOYEES				
				26. Planning & Organizing
				27. Scheduling & Coordinating
				28. Training & Instructing
				29. Productivity
				30. Evaluating Subordinates
				31. Judgments & Decisions
				32. Leadership
				33. Operational Economy
				34. Supervisory Control
Checks in Column (a) must be explained in Section F				

Instructions for use of the Performance Evaluation Report Form:

In compliance with the CSEA contract, the following guidelines should be followed:

1. Markings and comments shall be typed or written in ink. ALL SIGNATURES shall be in ink.
2. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink).
3. Due dates shall be observed per the contract, and are particularly important for final probationary reports.
4. Probationary Employees shall be evaluated by their immediate supervisor at least twice during the nine month probationary period. Promotional Probationary Employees shall be evaluated by their immediate supervisor at least twice during the six month probationary period.
5. Permanent Employees shall be evaluated by their immediate supervisor at least once every two years.
6. Special Evaluations may be requested by the employee one time within the two year evaluation period. A supervisor may issue a special evaluation at any time.
7. All performance evaluation reports in an employee's personnel file are subject to review by the principal or manager whenever an employee is requesting promotion or transfer.

Revised: 1/10/06

Original to Human Resources. Copy to Employee

PERFORMANCE EVALUATION REPORT

Classified Personnel

Page 2

Section C	Record job STRENGTHS & superior performance.		
Section D	Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance.		
List previously set goals here:			
Section E	Record specific GOALS or improvement programs to be undertaken during the next evaluation period.		
Section F	Record specific AREAS FOR GROWTH or job behavior requiring improvement or correction. (Explain checks in column A)		
Section G	Record summary of employee's OVERALL JOB PERFORMANCE .		
Summary Evaluation – Check Overall Performance			
<input type="checkbox"/> Not Satisfactory <small>(Can only be marked following a "requires improvement" summary evaluation)</small>	<input type="checkbox"/> Requires Improvement <small>(Re-evaluate in 30 days) (Not eligible for promotion/transfer)</small>	<input type="checkbox"/> Effective – Meets Requirements <small>(Eligible for promotion/transfer)</small>	<input type="checkbox"/> Exceeds Requirements <small>(Eligible for promotion/transfer)</small>
PROBATIONARY EMPLOYEE: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT recommend this employee to be granted permanent status.			
Evaluator's Signature: _____			Date: _____
Employee: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. A statement <input type="checkbox"/> is <input type="checkbox"/> is not appended hereto.			
Employee's Signature _____			Date: _____

Instructions for use: Performance Evaluation Report Form ^{Appendix H}

In compliance with the CSEA contract, the following guidelines should be followed:

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6. Special Evaluations may be requested by the employee one time within the two year evaluation period. A supervisor may issue a special evaluation at any time.
7. All performance evaluation reports in an employee's personnel file are subject to review by the principal or manager whenever an employee is requesting promotion or transfer.

Section B: Mark one column for each factor. Column (e) may be checked when a factor is not considered applicable to a particular job. Each mark in column (a) requires specific explanation in Section F.

Section C: May be used to describe outstanding qualities or performances, particularly when marks in Column (d) do not seem adequately descriptive.

Section D: Use to record progress or improvements in performance resulting from employee's efforts to reach previously set goals.

Section E: Record performance goals for the next evaluation period.

Section F: Give specific reasons for marks in Column (a). Explanation of marks in Column (b) are optional. Record here any other specific reasons why the employee should not be recommended for permanent status, or if the employee is already permanent, any specific reasons for required improvement.

Section G: Summarize overall job performance.

Information/Discussion Item A

Instructions for use of the Performance Evaluation Report Form:

Continued

SUMMARY EVALUATION: Check the overall performance here, taking into consideration all factors and total performance over the full period of service being evaluated.

Not Satisfactory: Performance clearly inadequate in one or more critical factors as explained or demonstrated in Section F. Employee has demonstrated inability or unwillingness to improve or to meet requirements. Performance not acceptable for position held. (Note: Such summary evaluation bars the employee from promotions or transfers for one year.)

Requires Improvement: Total performance periodically or regularly falls short of normal requirements. Specific deficiencies should be noted in Section F. This evaluation indicates the supervisor's belief that the employee can and will make the necessary improvements. Employee will be re-evaluated in 30 days.

Effective – Meets Requirements: Consistently competent performance meeting or exceeding requirements in all critical factors for this position. If margin is narrow and standards barely met, explain in Section E. Most employees would be rated in this category.

Exceeds Requirements: Total performance is well above normal requirements for the position. This evaluation should be reflected by marks for critical factors in Sections A and B, and superior or excellent performance should be noted in Section C.

SIGNATURES: Both the rater and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that he/she has had an opportunity to read the report. If he/she refuses to sign for any reason, explain that his/her signature does not necessarily imply or indicate agreement with the report and that a process is provided for him/her to state any disagreement. Further refusal to sign shall be recorded on the report, after which it shall be forwarded to the Human Resources Office.

APPEAL: Any employee who is dissatisfied with the performance evaluation he/she has received should refer to Article IX, Section E, Appeals.

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the November 1, 2018 Regular Board Meeting:

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