

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

Trustees

*John Paff, President  
Brian Swanson, Clerk  
Debbie Crandell  
Cristy Dawson  
Jon Walton  
Adrian Clark, Student Rep*

**DATE:** Thursday, September 19, 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.

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)]

B. Pledge of Allegiance

### **IV. PRESENTATION**

School Resource Officer Hankes will present information regarding the DARE program.

### **V. RECOGNITION**

Recognition of the City of Pacific Grove.

### **VI. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non Agenda Items)

### **VII. 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.*

### **VIII. 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.*

A. Minutes of September 5, 2019 Board Meeting

Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.

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- B. Certificated Assignment Order #3 11  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #3.
- C. Classified Assignment Order #3 13  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #3.
- D. Out of County or Overnight Activities 15  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- E. Acceptance of Donations 21  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- F. Contract for Services with Jose Del Rio at Pacific Grove High School 22  
Recommendation: (Matt Bell, Pacific Grove High School Principal; Todd Buller, Athletic Director) The District Administration recommends the Board review and approve the contract for services with Jose Del Rio at Pacific Grove High School for medical services for the sports teams.
- G. Contract for Services with Santa Cruz Office of Education 25  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Santa Cruz Office of Education at Camp Koinonia for the 6<sup>th</sup> grade Outdoor Science School.
- H. Contract for Services with FAST Translation Services 28  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract for services with FAST Translation Services.
- I. Pacific Grove High School Minimum Day for Preliminary Scholastic Aptitude Test 31  
Recommendation: (Shane Steinback, Pacific Grove High School Assistant Principal) The District Administration recommends the Board review and approve a D-day Minimum Day schedule for Wednesday, October 30th, 2019 due to the Preliminary Scholastic Aptitude Test (PSAT).
- J. Contract for Services with Monterey County Office of Education for the *Hamilton Play* 32  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the contract for services with Monterey County Office of Education for the *Hamilton Play*.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

## IX. ACTION/DISCUSSION

- A. 2019-20 Budget Revision #1 39  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve these proposed budget revisions for 2019-20.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Counseling Study 57  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board discuss and approve one of the proposed FTE increases for Pacific Grove Unified School District counseling services.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- C. District Field Trips 60  
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and provide feedback to the possible inequities of District field trips among the elementary schools.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- D. Job Description – Information Technology Technician 67  
Recommendation: (Billie Mankey, Director II Human Resource) The District Administration recommends the Board review and approve the proposed job description and provide direction or recommendations which will allow us to begin the recruitment process.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- E. Facilities Use Custodial Fees Update 70  
Recommendation: (Song Chin-Bendib, Assistant Superintendent; Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the elimination of the \$35 nominal, hourly custodial fee for Group 1 **ONLY**, during regular school days **ONLY**. We also recommend retaining the overtime fee which would apply to work requiring a custodian to work after their regular work hours, as set out below in Information.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- F. Board Calendar/Future Meetings 73  
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: \_\_\_\_\_

**X. INFORMATION/DISCUSSION**

- A. 2018-2019 Smarter Balanced Assessment Results 75  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matthew Binder, Director of Education Technology) The District Administration recommends that the Board review the 2018-2019 California Assessment of Student Performance and Progress results – Smarter Balanced Assessments (SBA).  
Board Direction: \_\_\_\_\_

B. Future Agenda Items

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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)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program
- Board Policy and Regulation 1230 School Connected Organizations- Review and update procedures (Fall 2019)

Board Direction: \_\_\_\_\_

**XI. ADJOURNMENT**

Next regular meeting: October 3, 2019 – Robert Down Elementary School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of September 5, 2019 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 7:00 p.m.
- B. Roll Call
- |                         |                   |                                  |
|-------------------------|-------------------|----------------------------------|
|                         | President:        | Trustee Paff                     |
|                         | Clerk:            | Trustee Swanson                  |
|                         | Trustees Present: | Trustee Crandell                 |
|                         |                   | Trustee Dawson                   |
|                         |                   | Trustee Walton                   |
| Administration Present: |                   | Superintendent Porras            |
|                         |                   | Asst. Superintendent Chin-Bendib |
| Board Recorder:         |                   | Mandi Ackerman                   |
| Student Board Member:   |                   | Adrian Clark                     |

C. Adopted Agenda

**MOTION Crandell/Dawson to adopt agenda as presented.**

**Public comment: none**

**Motion CARRIED 5 – 0**

- D. Pledge of Allegiance
- Led By: Forest Grove Elementary School  
Principal Buck Roggeman

**II. SITE PRESENTATIONS**

Forest Grove Elementary School Principal Buck Roggeman presented the Toolbox, a social emotional learning program. This program was brought to the District by Robert Down Elementary School several years ago. The program cultivates the tools within the students, increases self-awareness and self-control, improves relationships with peers and families, helps students manage conflict effectively, and leads to better performance. The tools are: Breathing Tool, Quiet/Safe Place Tool, Listening Tool, Empathy Tool, Personal Space Tool, Using our Words Tool, Garbage Can Tool, Taking Time Tool, Please and Thank You Tool, Apology and Forgiveness Tool, Patience Tool and Courage Tool. Teachers Michele Knight, Kathy Hunter and Barbara Hirst helped present the tools with volunteer students. Sonda Frudden shared the Caring Circle with volunteer students.

The Board each thanked the presenters and student volunteers for the presentation.

**III. COMMUNICATIONS**

A. Written Communication

Trustees received four written communication including a letter regarding Board policy; three letters regarding fundraising/solicitation of funds; and a thank-you from Community Human Services.

**B. Board Member Comments**

Student Representative Clark updated the Board on the events and activities at Pacific Grove High School over the last week including dress-up days, Club Rush, hall decorations and the shoe game and dance.

Trustee Walton attended the shoe game which was a lot of fun; thanked Nutrition Director Stephanie Lip, said his child is happy about hot lunch at school.

Trustee Crandell thanked Forest Grove Elementary School for the presentation and was happy to be at the school.

Trustee Swanson was happy to be at Forest Grove Elementary School, where his daughters started.

Trustee Paff thanked Forest Grove Elementary School for the presentation; noted the Toolbox Empathy tool should be taught at any age; visited Pacific Grove High School last week and thanked Principal Matt Bell and Assistant Principal Shane Steinback.

**C. Superintendent Report**

Superintendent Porras thanked the Forest Grove Elementary School staff and volunteers for a wonderful presentation; thanked Pacific Grove Middle School for the Back to School night and the Family Health Information Night; thanked Forest Grove Elementary School and the PTA's for the ice cream social.

**D. PGUSD Staff Comments (Non Agenda Items)**

Pacific Grove Middle School Principal Sean Roach thanked the Board for attending the recent Back to School Night; excited to partner with Cal Am for refillable water stations; spoke about the Students of Concern program; upcoming Safety Night on September 17.

Pacific Grove High School Teacher Sally Richmond asked the Board to reconsider the Solicitation of Funds policy, noting the paperwork required was overwhelming. Asked the Board to delegate responsibility of approvals to the principals and asked that they not ask for the report-back regarding funds received and how it was spent.

Robert Down Elementary School Teacher Julie Kelly spoke to the Board regarding disadvantaged students, asking for a full-time counselor, noting the realities of the students, needing immediate attention, asked the Board to reallocate funds to expand the counseling services.

**IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD**

PTA President Rebecca Gamecho spoke to the Board regarding the Solicitation of Funds requirements, expressed concerns over the procedures and policies, said it was time-consuming and redundant, asked that the process be agendized, expressed concerns about District fees.

Trustee Paff confirmed Superintendent Porras and Assistant Superintendent Chin-Bendib would communicate with the PTA's.

Trustee Walton asked for clarification from staff regarding the fundraising policy and procedures.

Teacher Kari Serpa expressed concerns regarding the catering fees associated with the PTA events.

Superintendent Porras briefly spoke about the Solicitation of Funds process, asked the Principals to meet with the PTA Presidents, spoke briefly about the change with the catering fee.

Trustee Dawson said the PTA representatives are doing the work out of the goodness of their hearts, it is critical that the process be streamlined, and said the District should be supporting these organizations.

## **V. CONSENT AGENDA**

- A. Minutes of August 22, 2019 Board Meeting
- B. Certificated Assignment Order #2
- C. Classified Assignment Order #2
- D. Out of County or Overnight Activities
- E. Acceptance of Donations
- F. Warrant Schedules No. 611
- G. Contract for Services with Log Me In USA, Inc.
- H. Quarterly Report on Williams Uniform Complaints
- I. Play-Well TEKologies STEM Lego classes for the After School Enrichment Program
- J. Contract for Services with the Art Council of Monterey County for First Grade Art Lessons
- K. Contract for Services to Mitel Business Systems, Inc.
- L. Contract for Services with Mike's Appliance
- M. Contract for Services with Del Monte Glass
- N. Contract for Services with iHeart Radio
- O. Contract for Services with Monterey Bay Parent Magazine
- P. Contract for Services with Valley Hearing Center for Diagnostic Audiological Evaluation

**MOTION Crandell/Dawson to approve consent agenda as presented.**

**Public comment: none**

**Motion CARRIED 5 – 0**

## **VI. PUBLIC HEARING: Resolution No. 1032 Regarding Sufficiency of Instructional Materials for Fiscal Year 2019-20**

Open Public Hearing 8:02 p.m.

Close Public Hearing 8:02 p.m.

## **VII. ACTION/DISCUSSION**

- A. Approval of Resolution No. 1032 Regarding Sufficiency of Instructional Materials for Fiscal Year 2019-20

**MOTION Dawson/Crandell to approve of Resolution No. 1032 Regarding Sufficiency of Instructional Materials for Fiscal Year 2019-20.**

**Public comment: none**

**Motion CARRIED by roll call vote 5 – 0**



B. Survey Results by Dale Scott and Company

Dale Scott of Dale Scott and Company presented voter and staff survey results regarding the Facilities Bond. The Board discussed the results. The Board discussed the pros and cons of a March or November election, and directed Administration to explore a March election.

**Public comment:**

Beth Shammass suggested a Citizens Bond Committee, citizens need to promote the bond, suggested the Board move forward with the March election, saying if there is a real need it will not go away. Said the Capital Projects List should be accessible to the public. Asked the Board to communicate with the public regarding the historic buildings that are worth maintaining.

**No action taken.**

C. Agreement for Distribution of P.G. P.R.I.D.E. Pride Grant Funds

The Board discussed this item and asked questions. PG Pride President Valerie Tingley spoke to the Board. The Board asked about the last audit and the status of the 501c3 non-profit. Tingley commented PG Pride had not been audited in years, at least not in the last four years. Tingley also commented that an error had occurred and that the tax exempt status was in the process.

**Public comment:**

Carolyn Swanson questioned how much time and paperwork was required, and asked for clarification regarding donations not used in the current year. Swanson also asked the staff to confirm the process for teachers to receive a grant.

**MOTION Crandell/Swanson to approve the Agreement for Distribution of P.G. P.R.I.D.E. Pride Grant Funds as presented.**  
**Motion CARRIED 4 – 1**

D. Approve Resolution No. 1033 for the Gann Limits for 2018-19 and 2019-20

**MOTION Dawson/Crandell to approve Resolution No. 1033 for the Gann Limits for 2018-19 and 2019-20.**

**Public comment: none**

**Motion CARRIED by roll call vote 5 – 0**

E. Acceptance of the 2018-19 Unaudited Financial Report

**MOTION Crandell/Dawson to Accept the 2018-19 Unaudited Financial Report.**

**Public comment: none**

**Motion CARRIED 5 – 0**

F. Board Calendar/Future Meetings

The Board directed Administration to schedule the Special Board Meeting on Saturday, September 21 from 9am-12pm.

**MOTION Dawson/Crandell to approve the Board meeting calendar as amended.**

**Public comment: none**

**Motion CARRIED 5 – 0**

**VIII. INFORMATION/DISCUSSION**

A. Future Agenda Items

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- District Field Trips Review- Continued discussion regarding the equity of field trips between the two elementary schools (September 19)
- DARE Update- School Resource Officer Hanks will present information to the Board regarding the DARE program (September 19)
- Counseling at District Schools- Continued discussion regarding counseling services and hours offered at the school sites (Fall 2019)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program

The Board discussed the possibility of adding the Fundraising policy and procedures to the agenda and ultimately decided against adding it to the Future Agenda Items, at this time.

**MOTION Crandell/Swanson to extend the meeting until 10:15 p.m.**

**Public comment: none**

**Motion CARRIED 5 – 0**

Trustee Crandell asked that the Counseling Item be added to the next Board meeting on September 19. The Board discussed waiting until after the Special Board Meeting on September 21. The Board directed Administration to bring the Counseling Item to the next Board meeting on September 19.

**Public comment:**

Hetal Patel asked that the District meet with all PTA Presidents at one time to receive the same information regarding Solicitation of Funds.

**IX. ADJOURNED**

10:11 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

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

**SUBJECT:** Certificated Assignment Order #3

**DATE:** September 19, 2019

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #3.

**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. 3  
September 19, 2019**

Page 2 of 2

**NEW HIRE, TEMPORARY:**

Christine Sutphen, PGAS, Community Ed Instructor (French), temporary, hourly 2 hrs./week, 11.5 month work calendar, Column A, Step 1, paid per timesheet, effective September 26, 2019 and dependent upon sufficient enrollment

Arayeh Norouzi, PGAS, Community Ed Instructor (Conscious Parenting), temporary, hourly 2 hrs./week, 11.5 month work calendar, Column A, Step 1, paid per timesheet, effective September 25, 2019 and dependent upon sufficient enrollment

Sabrina O'Neil, PGAS, Community Ed Instructor (Interior Design), temporary, hourly 2 hrs./week, 11.5 month work calendar, Column A, Step 1, paid per timesheet, effective September 25, 2019 and dependent upon sufficient enrollment

**2019-20 ADDITIONAL ASSIGNMENT STIPENDS:**

<b><u>Employee</u></b>	<b><u>Assignment</u></b>	<b><u>% Stipend</u></b>	<b><u>Funding</u></b>	<b><u>Amount</u></b>
Page Gilmore/Steve Ibrahim, RDE shared	Tech Ninja	0.50 each	Educator Effectiveness Funds (EEF)	\$400 each
Maryn Sanchez, FGE	Tech Ninja	1.0	EEF	\$800
Brice Gamble, PGMS	Tech Ninja	1.0	EEF	\$800
Jessica Grogan, PGHS	Tech Ninja	1.0	EEF	\$800
Patti Bloomer, RDE	Drama Advisor	1.0	Site Discretionary	Per performance \$510 Fall \$510 Spring
Zee Smith, RDE	Drama Advisor	1.0	Site Discretionary	Per performance \$510 Fall \$510 Spring
Stephanie Pechan	STEM Club/ROV Advisor	1.0	Site Discretionary	\$1,500 1 <sup>st</sup> Semester \$1,500 2 <sup>nd</sup> Semester
Natasha Pignatelli	Induction Coach For Maddie Eberle (Yr.1)	1.0	Curriculum	\$1,800

**SUBSTITUTE:**

Hinda Majri  
Christopher Reeve  
Rachel Rosenweig

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

**SUBJECT:** Classified Assignment Order #3

**DATE:** September 19, 2019

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

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**Page 1 of 2**

**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #3

**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. 3  
September 19, 2019**

**Page 2 of 2**

**RESIGNATION:**

Emily Huss, PGAE, Childcare Attendant, 3.5 hrs./day/11 month work calendar, resigns effective September 20, 2019

**SUBSTITUTE:**

Alissa Parks

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

**SUBJECT:** Out of County or Overnight Activities

**DATE:** September 19, 2019

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

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**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.

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**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>
September 24-27 Koinonia Conference Grounds Watsonville, CA	PGMS 6 <sup>th</sup> Grade class Science Camp	Charter	\$46,784.50	students, donations, PTA
September 25 Gizdich Ranch Watsonville, CA	1 <sup>st</sup> Grade classes Life science field trip	School Bus	\$325	Walk w/ Pride donations
September 25 Orpheum Theater San Francisco, CA	PGMS 8 <sup>th</sup> Grade class Constitution Project production of <i>Hamilton</i>	Charter	None to PGUSD	MCOE
April 9-13, 2020 Carnegie Hall New York, NY	PGHS Choir Professional performance	Air	\$20,000	ASB/fundraising/donations

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

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

Date of Activity 09/24/2019 - 9/27/2019 Day of Activity Tuesday - FRIDAY

Location of Activity Kolnonia Conf. Grounds City Watsonville County Santa Cruz

School PG Middle School Class or Club 6th Grade Grade Level/s 6th Grade

School Departure Time 9:00 AM

Pickup Time from Place of Activity 10:30 AM

Name of Employee Accompanying Students Alix Foster and 3 other teachers

Number of Adults 5 Number of Students 110

Description of Activity/Educational Objective  
6th Grade Outdoor Science School

List All Stops None

Means of Transportation: Charter

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

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

Cost of Activity \$ 41,968.00 + Cost of Transportation \$ 4,816.50 = Total \$ 46,784.50

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

Account Code: 01-9005-0-1110-1000-4300-00-005-1400-0720

Requested by: Alix Foster / Alix Foster Date 07/31/2019  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean Roach Date 07/31/2019

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**Transportation Department/District Office Use**

( ) School Bus (X) Charter ( ) Available ( ) Not available Date Received \_\_\_\_\_

Cost Estimate \$ 4,816.50

Approved by Transportation Supervisor: [Signature] Date 9-11-19

Approved by Assistant Superintendent: song chinbendib Date 08/29/2019

Date of Board Approval SEPTEMBER 19, 2019

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

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

Date of Activity 09/25/2019 Day of Activity Wednesday

Location of Activity Gizdich Ranch City Watsonville County Santa Cruz

School Robert Down Elementary Class or Club none Grade Level/s 1st

School Departure Time 10:30 AM

Pickup Time from Place of Activity 2:00 PM

Name of Employee Accompanying Students Michelle Evans and Christina Luciano

Number of Adults 20 Number of Students 45

## Description of Activity/Educational Objective

Expanding on our studies of the Life Cycle of the apple tree, seeing how the orchards and juicing facility

List All Stops Gizdich Ranch

Means of Transportation: School Bus

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

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

Cost of Activity \$ \_\_\_\_\_ + Cost of Transportation \$ 325 = Total \$ 325.00

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

Account Code: 01-9002-0-1110-1000-4300-00-002-7450-0720

Requested by: Michelle Evans / Michelle Evans and Christina Luciano Date 09/04/2019  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean B. Keller Date 09/04/2019

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## **Transportation Department/District Office Use**

( x ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received 09/05/2019

Cost Estimate \$ 325.00

Approved by Transportation Supervisor: Lstacks Date 09/05/2019

Approved by Assistant Superintendent: song chinbendib Date 09/05/2019

Date of Board Approval 09/19/2019

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

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

Date of Activity 09/25/2019 Day of Activity Wednesday

Location of Activity Orpheum Theater City San Francisco County San Francisco

School PG Middle School Class or Club 8th Grade Grade Level/s 8

School Departure Time 9:00 am AM

Pickup Time from Place of Activity 5:00 PM

Name of Employee Accompanying Students Sean Roach

Number of Adults 9 Number of Students 140

## Description of Activity/Educational Objective

All 8th grade students are going to see the play Hamilton paid for by Dan and Lillian King Foundation Constitution Project. All buses have been arranged by MGOE.

List All Stops NONE

Means of Transportation: Charter

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

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

Cost of Activity \$ 0.00 + Cost of Transportation \$ 0.00 = Total \$ 0.00

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

Account Code: N/A

Requested by: Patti Odell / Patti Odell Date 09/11/2019  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean Roach Date 09/11/2019

\*\*\*\*\*

## **Transportation Department/District Office Use**

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

Cost Estimate \$ \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Assistant Superintendent: song chinbendib Date 09/11/2019

Date of Board Approval 09/19/2019  
PGUSD Regular Meeting of September 19, 2019 19

Does form need board approval Yes

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

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

Date of Activity 04/09/2020 - 4/13/2020 Day of Activity thursday-monday

Location of Activity Carnegie Hall City New York County New York

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

School Departure Time 8:00 AM

Pickup Time from Place of Activity 6:00 PM

Name of Employee Accompanying Students Michelle Boulware

Number of Adults 9 Number of Students 25

**Description of Activity/Educational Objective**

Perform on the stage of Carnegie Hall with a professional orchestra and a choir of 100+ performing a premier of a new piece by a top composer.

List All Stops Newark airport, Hotel, Carnegie Hall, Broadway show

Means of Transportation: Air

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

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

Cost of Activity \$ 10,000.00 + Cost of Transportation \$ 10,000.00 = Total \$ 20,000.00

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

Account Code: Wells Fargo ASB/Choir Account - #8994873977/707

Requested by: Michelle Boulware / Michelle Boulware Date 08/20/2019  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 09/10/2019

\*\*\*\*\*

**Transportation Department/District Office Use**

( ☐ ) School Bus ( ☐ ) Charter ( ☐ ) Available ( ☐ ) Not available Date Received \_\_\_\_\_

Cost Estimate \$ \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Assistant Superintendent: song chinbendib Date 09/10/2019

Date of Board Approval 09/19/2019

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

**SUBJECT:** Acceptance of Donations

**DATE:** September 19, 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**

**Robert H. Down Elementary School**

Elaine Herman	\$200 (3 <sup>rd</sup> grade social studies field trips)
RD PTA	\$300 (snacks for students)

**Pacific Grove Middle School**

PGMS PTA	\$2,000 (6 <sup>th</sup> grade outdoor science school)
RD PTA	\$2,000 (6 <sup>th</sup> grade outdoor science school)
Big Sur Marathon	\$1,500 (undesignated)
PGMS PTA	\$2,500 (lunch clubs)
PGMS PTA	\$3,000 (teacher warrants for class supplies)

**Pacific Grove High School**

PGHS ASB	\$762.90 (scholarship)
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**Pacific Grove Community High School**

Chapman Foundation	\$18,000 (AVID grant)
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**Pacific Grove Adult School /Lighthouse Preschool & Preschool Plus Co-op**

None

**Pacific Grove Unified School District**

Janine O'Brien	\$167 (food service)
Pebble Beach Company/U.S. Open	\$100,000 (PG Pride)
Ref: Donations	

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

**SUBJECT:** Contract for Services with Jose Del Rio at Pacific Grove High School

**DATE:** September 19, 2019

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Jose Del Rio at Pacific Grove High School for medical services for the sports teams.

**BACKGROUND:**

This is an annual service. Jose Del Rio has been our medical/trainer since 2016 and his contract was previously funded through a grant. In November, 2017, Jose was funded under District contract to provide training services on a regular basis with our athletes and teams.

**INFORMATION:**

Jose is invaluable on the sideline for virtually every sport offered at PGHS. With the addition of Water Polo to our sport offerings, he will be utilized even more by providing his medical expertise in the field of sports injuries and providing the extra layer of safety for our student athletes. He will be available for all home games during the 2019-20 school year and in June for playoffs. He has also been working with all of our athletes in our Concussion program and protocols to help students return to play safely.

PGHS Athletic Trainer (Jose's) hours for 2019-20, per contract, will be:

- 10 months, 650 hours at 65 hours per month
- Monday and Wednesday      3:00pm – 5:00pm      2 hours per day = 4
- Tuesday and Thursday      3:00pm – 6:30pm      3 1/2 hours per day = 7
- Friday                            4:00pm - 10:00pm      6 hours
- Typical hours per week – 17. This could change by events in the Athletic Program, e.g. Cross Country Invitational in October on a Saturday; Saturday football game

The contract starts September 20, 2019 and continues until June 2020 school year.

**FISCAL IMPACT:**

The funding source is the General Fund Athletics budget which includes medical/trainers at \$19,500. The rate is \$30 per hour for 65 hours per week for a monthly total of \$1,950. Annual cost is \$19,500.

**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

Jose Del Rio for services rendered as specified below.

**1. Scope of Service:**

To provide Medical Trainer services at all sporting events providing medical services to the student athletes

**2. Evaluation and/or expected outcome(s):**

Providing on-going service to our student athletes - for the school year

**3. Length of the Contract:**

Service is to be provided on the following date(s): Beginning September 20, 2019, and continuing until June 30, 2020

**4. Financial Consideration:**

Consultant to be paid at the rate of:

Continuing through the District at \$19, 500.00 for the year. To be paid monthly - \$1,950.00 per month for 10 months

School Funding Source: General Fund 01 High School Athletics

Consultant: Jose Del Rio

Address 28087 Robinson Canyon Road, Carmel, CA 93923 Phone 562-215-2667

Signed \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

☐ District Employee      ☒ Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site/Program Administrator (Check appropriate box below)

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

## Contract for Services Criteria

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

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) **X** 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 stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

\_\_\_\_\_  
District/Site Administrator

\_\_\_\_\_  
Date



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

**SUBJECT:** Contract for Services with Santa Cruz Office of Education

**DATE:** September 19, 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 Santa Cruz Office of Education at Camp Koinonia for the 6<sup>th</sup> grade Outdoor Science School.

**BACKGROUND:**

This annual service for our 6<sup>th</sup> grade students to attend the Camp Koinonia Outdoor Science School.

**INFORMATION:**

The Santa Cruz Office of Education holds Camp Koinonia for our 6<sup>th</sup> grade students in the Santa Cruz mountains. Every year, starting September 24<sup>th</sup> through the 27<sup>th</sup> our 6<sup>th</sup> grade students will learn hands-on common core aligned science standards as well as skills in collaboration, compromise and cooperation.

**FISCAL IMPACT:**

No fiscal impact. This contract is for the 2019-20 school year. Student's parents pay a tuition fee or we receive donations from various entities.

SANTA CRUZ COUNTY OFFICE OF EDUCATION  
400 Encinal St. Santa Cruz, CA 95060  
OUTDOOR EDUCATION PROGRAM

**2019-2020**  
**SANTA CRUZ COUNTY OUTDOOR SCHOOL**

**NUMBER OF STUDENTS AND**

**ATTENDANCE DATE ACCEPTANCE FORM**

**District: Pacific Grove Unified School District**

<u>School(s)</u>	<u>#of days</u>	<u>#of students</u>	<u>#of teachers</u>	<u>Date of attendance</u>
Pacific Grove Middle	4	110	4	September 24 <sup>th</sup> – 27 <sup>th</sup> , 2019

**NOTE: For your information- this form has been sent to site principals.**

Please check the number of students attending and the date of attendance listed above to be sure they are acceptable to all concerned. Every attempt has been made to give each school one of its three choices; needless to say, changes are quite difficult to make.

***IMPORTANT: If there is ANY change in the number of students attending, contact Heather MacDougall Molloy as soon as possible.***

If the number of students attending and dates are acceptable, please sign and mail or fax this form to:

Heather MacDougall Molloy, Director	(831) 466-5715 COE
Outdoor Education Program	(831) 722-8222 Koinonia
400 Encinal St.	FAX: (831) 466-5607
Santa Cruz, CA 95060	

***Please return (mail or fax) as soon as possible. Thank you.***

Purchase Order # \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SANTA CRUZ COUNTY OFFICE OF EDUCATION  
Michael C. Watkins, Superintendent  
400 Encinal St. Santa Cruz, CA 95060

SANTA CRUZ COUNTY RESIDENT OUTDOOR SCIENCE SCHOOL

**STATEMENT OF POLICY**

This is to advise you that our school district's children participate in the Santa Cruz County Office of Education Program on a tuition basis with the variable fees ranging from zero to \$391.00, depending on the number of days attending and the school's location (in or out of county). No separate charge is made for meals served. While participating in the program, all children are served the same food regardless of the tuition paid, with no segregation or discrimination being made because of race, creed, sex, or national origin. All children are treated equally under our policy of operation, regardless of parents' ability to pay.

Name of District

Pacific Grove Unified

Authorized Signature

Date

[Signature]  
9/11/19

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

**SUBJECT:** Contract for Services with FAST Translation Services

**DATE:** September 19, 2019

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with FAST Translation Services.

**BACKGROUND:**

Each year, the district has a need for written and oral translation services in Spanish and other languages for curriculum needs such as informational flyers, parent teacher conferences, and other situational needs that may occur at the district or site levels.

**INFORMATION:**

Families at all K-12 schools who speak languages other than English have a need to be aware of the goings on of their child's school community as well as have a need to be able to understand and communicate at parent-teacher conferences throughout the school year.

**FISCAL IMPACT:**

Estimated cost is not to exceed \$3,000.00 for the 19-20 school year. Contract paid for by the Curriculum Budget and has already been budgeted for the 2019-20 school year.

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 **F.A.S.T. Services** for services rendered as specified below.

1. **Scope of Service:**

To provide: Written and verbal translation services for parents and guardians in languages other than English.

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

Parents speaking languages other than English will have a thorough understanding of the school community, parent teacher meetings, etc.

3. **Length of the Contract:**

Service is to be provided on the following date(s): The 2019-20 school year.

4. **Financial Consideration:**

Consultant to be paid at the rate of: \$90.00 per hour for Spanish, \$130.00-\$150.00/hr for other languages with a 2 hour minimum assignment, plus the IRS mileage reimbursement rate if traveling form out of the area. 24 hour cancellation policy for Spanish speaking translation & 48 hour cancellation policy for other languages.

School Funding Source: Curriculum and Instruction

Account Code: 01-0000-0-1110-2130-5800-00-000-15800-0730

Consultant: F.A.S.T. Services

Address 115 Capitol Street Salinas, Ca 93901 Phone: 424-9811

Signed \_\_\_\_\_ Date \_\_\_\_\_

☐ District Employee

☒ Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site/Program Administrator (Check appropriate box below)

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

Revised 02/15

## CONTRACT FOR SERVICES CRITERIA

Consent Agenda Item H

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

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

---

District/Site Administrator

---

Date

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

**SUBJECT:** Pacific Grove High School Minimum Day for Preliminary Scholastic Aptitude Test

**DATE:** September 19, 2019

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve a D-day Minimum Day schedule for Wednesday, October 30th, 2019 due to the Preliminary Scholastic Aptitude Test (PSAT).

**BACKGROUND:**

In years past Pacific Grove High School (PGHS) would hold the Senior Picnic the same day as the Preliminary Scholastic Aptitude Test (PSAT). This year we have moved the Senior Picnic to September 30, 2019. As a result of having both the freshman and senior classes on campus this day while sophomores and juniors are taking the PSAT and also holding our College Fair from 11:30 a.m. - 1:00 p.m. the Administration believes a minimum day is required to allow classes to run smooth and allow time for students to participate in the College Fair. This will also limit disruptions while students are taking the PSAT.

**INFORMATION:**

Due to PSAT testing on this day, PGHS administrations feels this schedule will be the least disruptive to students and staff instructional time.

**FISCAL IMPACT:**

None.

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

**SUBJECT:** Contract for Services with Monterey County Office of Education for the *Hamilton* Play

**DATE:** September 19, 2019

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

---

**RECOMMENDATION:**

The District Administration recommends the Board ratify the contract for services with Monterey County Office of Education for the *Hamilton* Play.

**BACKGROUND:**

This is a new contract with Monterey County Office of Education.

**INFORMATION:**

The Dan and Lillian King Foundation generously donated funds to cover every 8th grade student in Monterey County to attend the musical "Hamilton" at the Orpheum Theatre in San Francisco. Nearly nine thousand students in Monterey County will attend matinee performances in the fall of 2019.

**FISCAL IMPACT:**

None.





# Monterey County Office of Education

*Leadership, Support, and Service to Prepare All Students for Success*

*Dr. Deneen Guss  
County Superintendent of Schools*

August 29, 2019

Dr. Ralph Porras, Superintendent  
Pacific Grove Unified School District  
435 Hillcrest Ave.  
Pacific Grove, CA 93950-4398

Dear Ralph,

This letter is to follow up with the *Hamilton: An American Musical* in San Francisco event. The original letter from Dr. Deneen Guss, Ed.D., Monterey County Superintendent of Schools, was sent out on June 20, 2019. I have included the MOU that was mentioned in the original letter for you to review. If everything looks ok, please sign in blue ink and return the original wet signature to me by mail. If you have any questions or concerns, Please feel free to contact me.

Thank you and have a great day!

Jenny Davila  
Financial Secretary, Educational Services  
Monterey County Office of Education  
Phone: 831.784.4198  
Email: [jdavila@montereycoe.org](mailto:jdavila@montereycoe.org)

Please return Fully Signed Original Contract  
To the Business Services Department

## MONTEREY COUNTY OFFICE OF EDUCATION

### INDEPENDENT CONTRACTOR AGREEMENT

This Memorandum of Understanding is hereby entered into between the Monterey County Office of Education, hereinafter referred to as "MCOE," and Pacific Grove Unified School District, hereinafter referred to as "CONTRACTOR."

1. Services. **MCOE** shall provide the following services:

- A. The MCOE will provide Civic Learning *professional training* sessions for teachers on the Constitution Project which will deepen students' literacy skills and understanding of the US Constitution while making the document come alive for their students with arts integration lessons.
- B. The MCOE will provide California Standards/Frameworks aligned *lesson development materials* with related *curriculum* designed for Hamilton: The American Musical.
- C. The MCOE will provide *bus transportation* for students, teachers, administrators and chaperones who attend the Hamilton Play.
- D. The MCOE will provide *theater tickets* for the above authorized people to attend the Hamilton Play.

2. Services. **CONTRACTOR** shall provide the following services:

- A. The Pacific Grove Unified School District shall pay for and be reimbursed for the following expenses:
  - Substitutes for teachers attending the September 3 Hamilton Project Training
  - Substitutes for teachers attending the Hamilton Play Field Trip.
  - Lunches and snacks for students attending the Hamilton Play Field Trip.
- B. The Pacific Grove Unified School District will provide attendee counts, contact information and ongoing field trip related communications as requested by MCOE for field trip to take place on the following date:

**Pacific Grove Middle School, September 25, 2019**

C. The Pacific Grove Unified School District will provide Employee or Student Parent Chaperones for the Hamilton Field Trip. All non-employee chaperones will sign a district waiver (Attachment A: Adult Volunteer Field Trip Notice and Medical Authorization) form.

3. Term. CONTRACTOR shall commence providing services under this AGREEMENT on 9/1/19, and will continue through 6/30/20, subject to revision and renewal with Board approval in subsequent years.

4. Compensation. MCOE agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed ten thousand dollars (\$10,000) MCOE Shall pay CONTRACTOR according to the following terms and conditions:

**Contractor shall submit invoices for a fixed lump sum not to exceed \$10,000 and send all documents to:**

Attn: Jenny Davila, Ed Services  
901 Blanco Circle  
Salinas CA 93901  
jdavila@montereycoe.org

5. Expenses. MCOE shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for MCOE.

6. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the MCOE, and are not entitled to benefits of any kind or nature normally provided employees of the MCOE and/or to which MCOE'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees

or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

7. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.
8. Taxes. Federal Internal Revenue Service regulations require that MCOE report all payments to individuals for consultant services. Contractor agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In the event MCOE is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish MCOE with proof of payment of taxes on these earnings.
9. Termination. This AGREEMENT is subject to termination upon thirty (30) days written notice.
10. Hold Harmless: CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the MCOE and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the CONTRACTOR arising out of, or in any way connected with the services covered by this AGREEMENT, except for liability for damages which result from the sole negligence or willful misconduct of the MCOE or its officers, employees or agents.

11. Assignment. The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned or transferred by the CONTRACTOR.

12. Compliance with Applicable Laws. The services completed herein must meet the approval of the MCOE and shall be subject to the MCOE'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are 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.

13. Permits/Licenses/Qualifications. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT. The CONTRACTOR attests that they are qualified and able to perform the services contained in this agreement.

14. Entire Agreement/Amendment. This AGREEMENT and any attachments constitute the entire agreement among the parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

15. Notice. All notices or demands to be given under this AGREEMENT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given

when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**MCOE:**

Monterey County Office of Education  
901 Blanco Circle Salinas,  
CA 93912-0851

**CONTRACTOR:**

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

16. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

17. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Monterey County, California.

THIS AGREEMENT IS ENTERED INTO THIS 26 day of August , 2019.

**MONTEREY COUNTY OFFICE  
(MCOE)**

**CONTRACTOR OF EDUCATION**

By: \_\_\_\_\_  
Signature  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature  
Date: \_\_\_\_\_

Garry P. Bousum  
Associate Superintendent  
Finance and Business Services

\_\_\_\_\_  
Typed or Printed Name  
Title \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Caryn Lewis  
Assistant Superintendent  
Educational Services

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

**SUBJECT:** 2019-20 Budget Revisions #1

**DATE:** September 19, 2019

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve these proposed budget revisions for 2019-20.

**BACKGROUND:**

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

This is the first set of budget revisions for fiscal year 2019-20 reflecting the following conditions:

- Unaudited Actuals Ending Fund Balances have already been posted as beginning balances for 2019-20;
- Staffing/position control changes and payroll encumbrances have been recorded and reconciled in the books

All these transactions would present a preliminary examination of the books prior to the First Interim report in December.

Attached are the first set of proposed budget revisions as reflected in the column titled "Rev #1 Changes". The column to the left of the Changes is the Board-approved Adopted Budget. The column to the right of Changes will become the official budget as the Revised Budget, once the Board formally approves those changes. A detailed list of the purpose of each budget revision is shown at the bottom of each Fund page.

**INFORMATION:**

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

Some of the major budget revisions to the General Fund include:

***GENERAL FUND: Fund Balance***

- Beginning Balances now reflect actual balances, and are no longer estimated balances.

**REVENUES:**

- Projected increase for the property tax revenues has been revised from 4.75% to 5.86%, resulting in an increase of \$283,330
- \$267,860 in donation carryover from 2018-19, has now been posted to various donation expenditure budgets.
- Budget increases for various grants and donations: Advancement Via Individual Determination (AVID), Chapman, PG PRIDE/US Open, and various donations received
- STRS On-Behalf contribution from the State has no net impact to the District's Fund Balance; an increase to State Revenue and an increase to expenditures as well. This STRS On Behalf program is a way for the state to give school districts the funds for the state's share of the increased costs of STRS retirement payments. There is no net effect except the increased expenditure will raise the 3% Reserve requirement slightly.

**EXPENDITURES:**

- Board approved 1.0 FTE reduction at the Kindergarten level and .20 FTE at the High School have been incorporated into this Revised Budget.
- The State approved reduced STRS rate, from 18.13% to 17.10%, has been included in the budget
- CalPERS rate was reduced from 20.733% to 19.721%

The resulting **net** operating surplus for 2019-20 is projected at \$386,894 (\$119,034 plus \$267,860 of carryover funds in the Expenditures column). The carryover funds were received last fiscal year but to be spent this fiscal year which inflated the expenditures in 2019-20.

**ADULT EDUCATION FUND:**

- The Adult Education Fund is spending its carryover funds for a planned outdoor classroom
- Additional costs for new classes on Parent Engagement

**CHILD DEVELOPMENT FUND:**

- There are minor budget adjustments only

**CAFETERIA FUND:**

- Revenue increase based on last year's higher food sales, and increased food pricing that has been Board approved

**DEFERRED MAINTENANCE FUND:**

- There are no budget changes

**POST EMPLOYMENT BENEFITS FUND:**

- There are no budget changes

**BUILDING FUND/ EDUCATION TECHNOLOGY:**

- There is a minor budget change only

**FISCAL IMPACT:**

The fiscal impact is reflected in the attached reports.



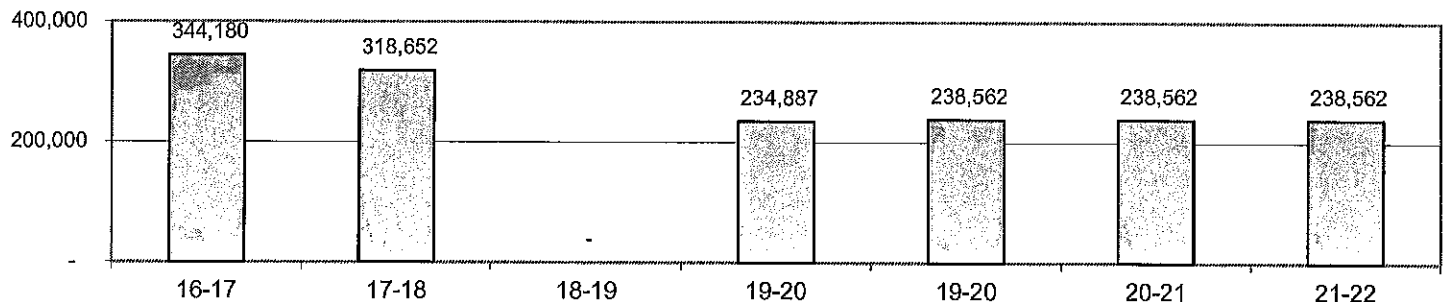
# Fund 1 - General Fund

	5.90%	5.96%	6.52%	4.75%	5.86%	4.00%	3.50%
	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	Unaudited Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
Beginning Fund Balance - Rest	498,525	724,568	446,664	330,390	526,947	-	-
Beginning Fund Balance - Unrest.	4,742,364	4,663,312	4,151,404	3,192,068	4,169,419	4,815,400	5,232,708
<b>Beginning Fund Balance</b>	<b>5,240,889</b>	<b>5,387,880</b>	<b>4,598,068</b>	<b>3,522,458</b>	<b>4,696,366</b>	<b>4,815,400</b>	<b>5,232,708</b>
<b>Revenues:</b>							
LCFF Sources 8000	25,912,303	27,410,041	29,357,332	30,382,346	30,673,237	31,798,422	32,822,341
Federal Sources 8100	614,403	795,584	719,971	655,066	647,616	651,706	655,828
State Sources 8300	2,354,635	2,245,339	2,700,969	2,095,006	2,138,751	2,005,969	2,005,969
Local Sources 8600	1,612,235	1,583,927	1,721,841	1,425,748	1,555,436	1,555,436	1,555,436
<b>Total Revenues</b>	<b>30,493,576</b>	<b>32,034,891</b>	<b>34,500,113</b>	<b>34,558,166</b>	<b>35,015,040</b>	<b>36,011,534</b>	<b>37,039,574</b>
percent change	2.0%	5.1%	2.7%	2.8%	1.5%	2.8%	2.9%
<b>Expenditures:</b>							
Certificated Salaries 1000	15,120,421	16,068,126	17,073,639	17,266,287	17,229,045	17,488,712	17,759,577
Classified Salaries 2000	5,478,317	5,892,951	6,579,721	6,613,175	6,524,882	6,640,561	6,757,954
Employee Benefits 3000	5,649,084	6,170,056	7,068,637	7,313,329	7,428,480	7,915,027	8,132,497
Books and Supplies 4000	1,098,576	1,414,682	933,021	1,122,411	1,373,663	1,112,769	1,118,333
Services and Other 5000	2,659,667	3,114,199	2,435,873	2,050,187	2,190,558	2,304,240	2,282,683
Capital Outlay 6000	178,164	74,062	41,256	-	85,000	-	-
Other Outgo 7000	251,056	40,543	650	132,916	64,378	132,916	132,916
<b>Total Expenditures</b>	<b>30,435,285</b>	<b>32,774,619</b>	<b>34,132,796</b>	<b>34,498,305</b>	<b>34,896,006</b>	<b>35,594,225</b>	<b>36,183,960</b>
percent change	7.6%	7.7%	-1.6%	-0.6%	2.2%	2.0%	1.7%
<b>Surplus (Deficit)</b>	<b>58,291</b>	<b>(739,727)</b>	<b>367,317</b>	<b>59,861</b>	<b>119,034</b>	<b>417,308</b>	<b>855,614</b>
<b>Transfers In (Out)</b>							
Fund 11 - Adult Education			(93,891)				
Fund 12 - Child Development							
Fund 13 - Cafeteria	(50,285)	(50,864)	(58,105)	(75,880)	(7,342)	(75,880)	(75,880)
Fund 14 - Deferred Maintenance							
Fund 20 - Postemployment Ben.	(19,426)						
Other Sources (Uses) Bus/FD 40	158,410		(117,024)	-	-	-	-
<b>Net Transfers In (Out)</b>	<b>88,699</b>	<b>(50,864)</b>	<b>(269,019)</b>	<b>(75,880)</b>	<b>(7,342)</b>	<b>(75,880)</b>	<b>(75,880)</b>
<b>Ending Fund Balance</b>	<b>5,387,880</b>	<b>4,597,288</b>	<b>4,696,366</b>	<b>3,582,319</b>	<b>4,815,400</b>	<b>5,232,708</b>	<b>6,088,322</b>
<b>Components of Ending Fund Balance</b>							
<b>a Nonspendable - Revolving Cash</b>	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>b Restricted (restricted carryover)</b>	91,810	446,664	526,947	348,892	526,947	-	-
<b>c Committed / Prepaid Exp.</b>			3,220				
<b>d Assigned</b>							
Prop Tax Reserve (0.50%)	157,551	124,728	132,866	140,648	140,648	146,274	151,394
Basic Aid Reserve	945,304	1,028,873	1,032,054	599,773	1,047,100	1,426,804	1,450,394
Sick Leave Incentive Reserve	40,000	40,000	70,000	40,000	70,000	70,000	70,000
Deferred Maintenance Reserve		819,346	539,351	689,966	1,013,266	1,446,700	2,038,221
STRS/PERS Reserve 2020-21	3,221,392	1,000,994	1,057,412	723,090	965,558	1,067,827	1,285,519
C/o to FD 40; ACSA & Donations		117,024	297,461				
<b>e 3% Resv for Econ Uncertainties (3)</b>	<b>926,824</b>	<b>1,015,438</b>	<b>1,032,054</b>	<b>1,034,949</b>	<b>1,046,880</b>	<b>1,070,103</b>	<b>1,087,795</b>
Unassigned/Unappropriated							
<b>subtotal Unrestricted Reserves</b>	<b>5,291,070</b>	<b>4,146,403</b>	<b>4,161,199</b>	<b>3,228,427</b>	<b>4,283,453</b>	<b>5,227,708</b>	<b>6,083,322</b>
Undesignated Resv Percent	17.4%	12.6%	12.1%	9.3%	12.3%	14.7%	16.8%
<b>Ending Fund Balance</b>	<b>5,387,880</b>	<b>4,598,067</b>	<b>4,696,366</b>	<b>3,582,319</b>	<b>4,815,400</b>	<b>5,232,708</b>	<b>6,088,322</b>

## Fund 11 - Adult Education Fund

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>774,914</b>	<b>1,693,433</b>	<b>2,336,590</b>	<b>1,477,887</b>	<b>2,005,884</b>	<b>603,790</b>	<b>523,525</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000	344,180	318,652	-	234,887	238,562	238,562	238,562
Federal Revenue 8200	34,558	25,722	35,628	36,122	62,640	62,650	62,650
Other State Revenue 8091/8590	1,354,433	1,883,967	1,387,498	1,459,657	1,483,859	1,459,657	1,459,657
Other Local Revenue 8600	546,770	520,314	632,818	145,000	145,000	145,500	145,500
<b>Total Revenues</b>	<b>2,279,942</b>	<b>2,748,654</b>	<b>2,055,943</b>	<b>1,875,666</b>	<b>1,930,061</b>	<b>1,906,369</b>	<b>1,906,369</b>
<b>Expenditures:</b>							
Certificated Salaries 1000	597,180	585,395	599,032	625,729	956,502	635,553	645,531
Classified Salaries 2000	351,803	377,762	642,999	757,793	999,450	769,690	781,774
Employee Benefits 3000	209,514	234,137	328,805	302,698	449,418	329,391	334,762
Books and Supplies 4000	165,189	170,778	259,354	169,225	306,432	170,000	170,000
Services & Other Oper: 5000	37,736	204,408	86,482	81,891	91,689	82,000	82,000
Capital Outlay 6000		533,017	453,868		455,764		
Other Outgo 7100							
Indirect Costs 7350			110,000	72,900	72,900		
<b>Total Expenditures</b>	<b>1,361,423</b>	<b>2,105,497</b>	<b>2,480,540</b>	<b>2,010,236</b>	<b>3,332,155</b>	<b>1,986,634</b>	<b>2,014,068</b>
<b>Surplus (Deficit)</b>	<b>918,518</b>	<b>643,157</b>	<b>(424,597)</b>	<b>(134,570)</b>	<b>(1,402,094)</b>	<b>(80,265)</b>	<b>(107,699)</b>
<b>Transfers In - Fund 1 8900</b>			93,891				
<b>Ending Fund Balance</b>	<b>1,693,433</b>	<b>2,336,590</b>	<b>2,005,884</b>	<b>1,343,317</b>	<b>603,790</b>	<b>523,525</b>	<b>415,826</b>
<b>Components of Ending Fund Balance:</b>							
a) Nonspendable - Revolv 9711							
b) Restricted - Donations 9740	1,188,902	1,688,778	996,295	610,530	-	-	-
c) Committed 9750							
d) Assigned 9780	504,531	647,812	1,009,589	732,787	603,790	523,525	415,826
e) Unassigned/Unappropri 9790							
<b>Ending Fund Balance</b>	<b>1,693,433</b>	<b>2,336,590</b>	<b>2,005,884</b>	<b>1,343,317</b>	<b>603,790</b>	<b>523,525</b>	<b>415,826</b>

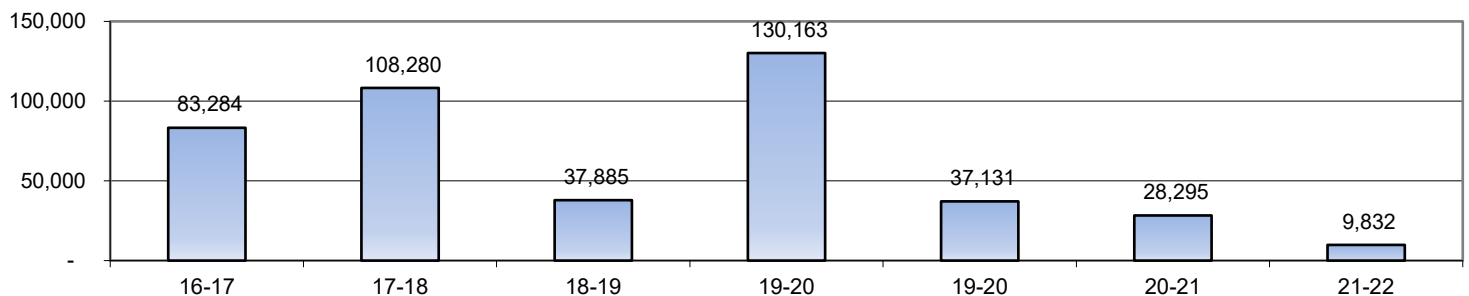
**Fund 11 - Transfers In From General Fund**



## Fund 12 - Child Development Fund

		2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
		Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>		<b>63,531</b>	<b>83,284</b>	<b>108,280</b>	<b>129,082</b>	<b>37,885</b>	<b>37,131</b>	<b>28,295</b>
<b>Revenues:</b>								
Revenue Limit Sources	8000							
Federal Revenue	8100							
State Revenue (Presch	8500	99,383	91,248	124,217	119,018	124,430	124,450	124,450
Local Revenue (BASRF	8600	418,184	419,342	353,160	408,000	408,000	408,000	408,000
<b>Total Revenues</b>		<b>517,567</b>	<b>510,590</b>	<b>477,377</b>	<b>527,018</b>	<b>532,430</b>	<b>532,450</b>	<b>532,450</b>
<b>Expenditures:</b>								
Certificated Salaries	1000	57,887	59,570	65,542	64,163	64,163	65,170	66,194
Classified Salaries	2000	263,017	279,529	319,384	295,330	296,237	300,794	306,358
Employee Benefits	3000	93,776	99,603	121,028	121,894	128,234	130,482	133,521
Books and Supplies	4000	6,667	11,798	9,136	9,810	9,510	9,800	9,800
Services & Other Oper	5000	50,293	13,422	3,505	10,200	10,500	10,500	10,500
Capital Outlay	6000	4,503	-	4,637	-	-	-	-
Other Outgo	7100							
Indirect Costs	7300	21,672	21,672	24,540	24,540	24,540	24,540	24,540
<b>Total Expenditures</b>		<b>497,814</b>	<b>485,594</b>	<b>547,773</b>	<b>525,937</b>	<b>533,184</b>	<b>541,286</b>	<b>550,913</b>
<b>Surplus (Deficit)</b>		<b>19,753</b>	<b>24,997</b>	<b>(70,395)</b>	<b>1,081</b>	<b>(754)</b>	<b>(8,836)</b>	<b>(18,463)</b>
<b>Transfers In from Fund 1</b>	8900							
<b>Ending Fund Balance</b>		<b>83,284</b>	<b>108,280</b>	<b>37,885</b>	<b>130,163</b>	<b>37,131</b>	<b>28,295</b>	<b>9,832</b>
<b>Components of Ending Fund Balance:</b>								
a) Nonspendable - Revolv	9711							
b) Restricted	9740							
c) Committed	9750							
d) Assigned	9780	83,284	108,280	37,885	130,163	37,131	28,295	9,832
e) Unassigned-Res for Ec	9789							
Unassigned/Unappropri	9790							
<b>Ending Fund Balance</b>		<b>83,284</b>	<b>108,280</b>	<b>37,885</b>	<b>130,163</b>	<b>37,131</b>	<b>28,295</b>	<b>9,832</b>

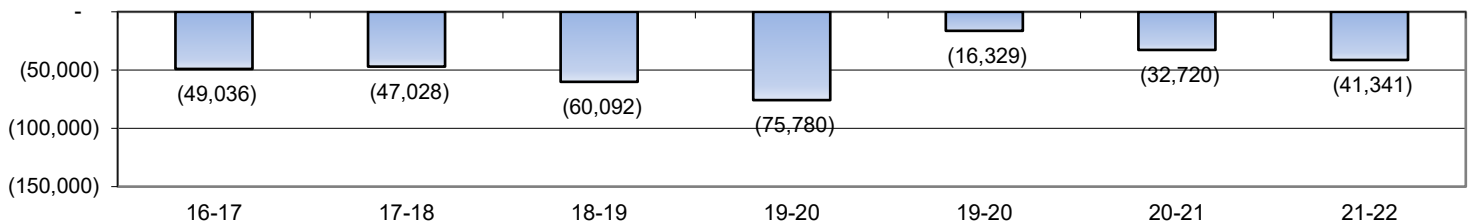
**Fund 12 - Ending Fund Balance**



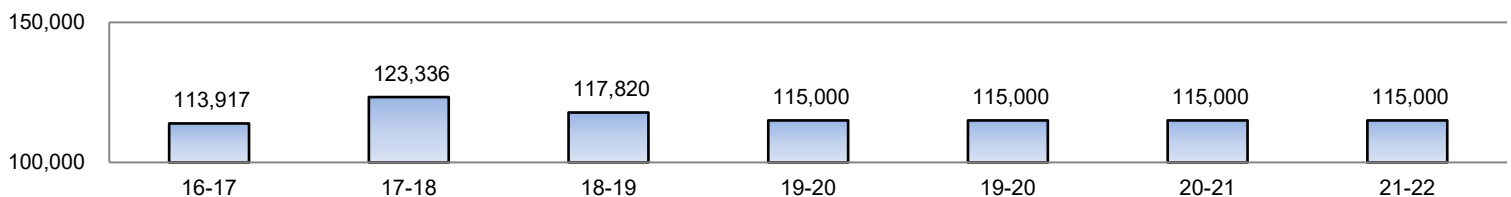
## Fund 13 - Cafeteria Fund

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>8,680</b>	<b>9,929</b>	<b>13,765</b>	<b>13,765</b>	<b>11,778</b>	<b>2,791</b>	<b>45,951</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8200	180,311	182,258	178,292	180,000	180,000	180,000	180,000
Other State Revenue 8500	12,680	16,862	12,282	11,600	11,600	11,600	11,600
Other Local Revenue 8600	393,762	415,716	429,035	395,000	463,538	463,500	463,500
<b>Total Revenues</b>	<b>586,753</b>	<b>614,836</b>	<b>619,608</b>	<b>586,600</b>	<b>655,138</b>	<b>655,100</b>	<b>655,100</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000	270,631	290,475	301,683	277,270	284,961	290,233	295,602
Employee Benefits 3000	60,640	71,608	81,293	88,835	85,953	96,587	99,839
Supplies 4000	295,336	287,011	282,802	284,000	284,000	284,500	284,500
Services 5000	9,182	12,770	13,921	12,275	16,553	16,500	16,500
Capital Outlay 6000							
Other Outgo 7100							
<b>Total Expenditures</b>	<b>635,789</b>	<b>661,863</b>	<b>679,700</b>	<b>662,380</b>	<b>671,467</b>	<b>687,820</b>	<b>696,441</b>
<b>Surplus (Deficit)</b>	<b>(49,036)</b>	<b>(47,028)</b>	<b>(60,092)</b>	<b>(75,780)</b>	<b>(16,329)</b>	<b>(32,720)</b>	<b>(41,341)</b>
<b>Transfers In - General Fd 8900</b>	<b>50,285</b>	<b>50,864</b>	<b>58,105</b>	<b>75,880</b>	<b>7,342</b>	<b>75,880</b>	<b>75,880</b>
<b>Ending Fund Balance</b>	<b>9,929</b>	<b>13,766</b>	<b>11,778</b>	<b>13,865</b>	<b>2,791</b>	<b>45,951</b>	<b>80,490</b>
<b>Components of Ending Fund Balance:</b>							
a) Nonspendable - Stores 9711	9,929	8,645	11,226				
b) Restricted 9740		4,568	-	13,865	2,791	45,951	80,490
c) Committed							
d) Assigned - cash in drawer		552	552				
e) Unassigned/Unappropriated 9790							
<b>Ending Fund Balance</b>	<b>9,929</b>	<b>13,765</b>	<b>11,778</b>	<b>13,865</b>	<b>2,791</b>	<b>45,951</b>	<b>80,490</b>

**Fund 13 - Surplus (Deficit)**



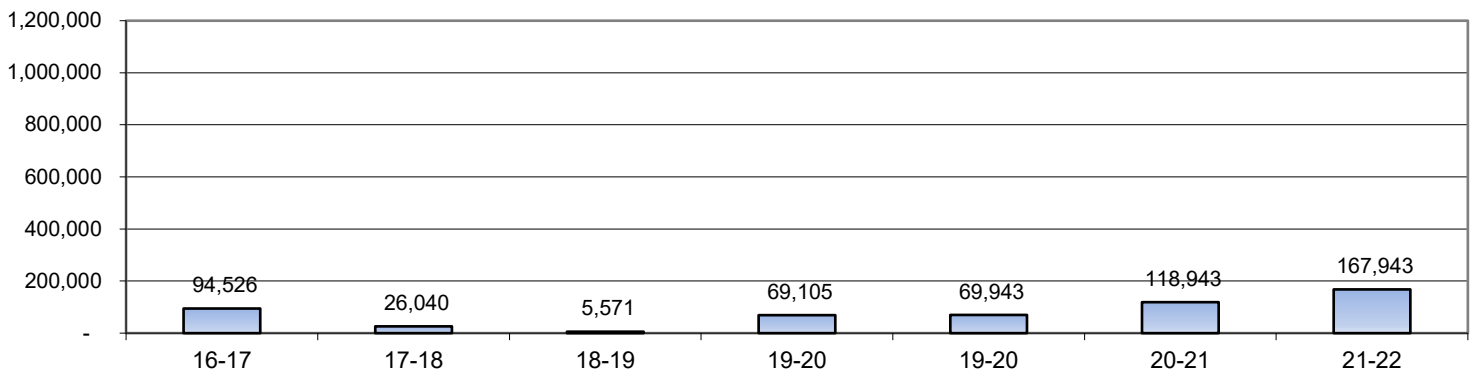
**Meals Served**



## Fund 14 - Deferred Maintenance Fund

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>380,180</b>	<b>94,526</b>	<b>26,040</b>	<b>4,733</b>	<b>5,571</b>	<b>69,943</b>	<b>118,943</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000			93,372	93,372	93,372	93,000	93,000
Federal Revenue 8100							
Other State Revenue 8590	93,372	93,372		-	-	-	-
Other Local Revenue 8660	2,948	402	(272)	1,000	1,000	1,000	1,000
<b>Total Revenues</b>	<b>96,320</b>	<b>93,774</b>	<b>93,100</b>	<b>94,372</b>	<b>94,372</b>	<b>94,000</b>	<b>94,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4300	31,640	6,572		-	-	-	-
Services 5800	350,335	155,688	113,569	30,000	30,000	45,000	45,000
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>381,975</b>	<b>162,260</b>	<b>113,569</b>	<b>30,000</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Surplus (Deficit)</b>	<b>(285,655)</b>	<b>(68,486)</b>	<b>(20,469)</b>	<b>64,372</b>	<b>64,372</b>	<b>49,000</b>	<b>49,000</b>
<b>Transfers In (Out) - to G</b> 8900							
<b>Ending Fund Balance</b>	<b>94,526</b>	<b>26,040</b>	<b>5,571</b>	<b>69,105</b>	<b>69,943</b>	<b>118,943</b>	<b>167,943</b>
<b>Components of Ending Fund Balance:</b>							
a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780	94,526	26,040	5,571	69,105	69,943	118,943	167,943
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790							
<b>Ending Fund Balance</b>	<b>94,526</b>	<b>26,040</b>	<b>5,571</b>	<b>69,105</b>	<b>69,943</b>	<b>118,943</b>	<b>167,943</b>

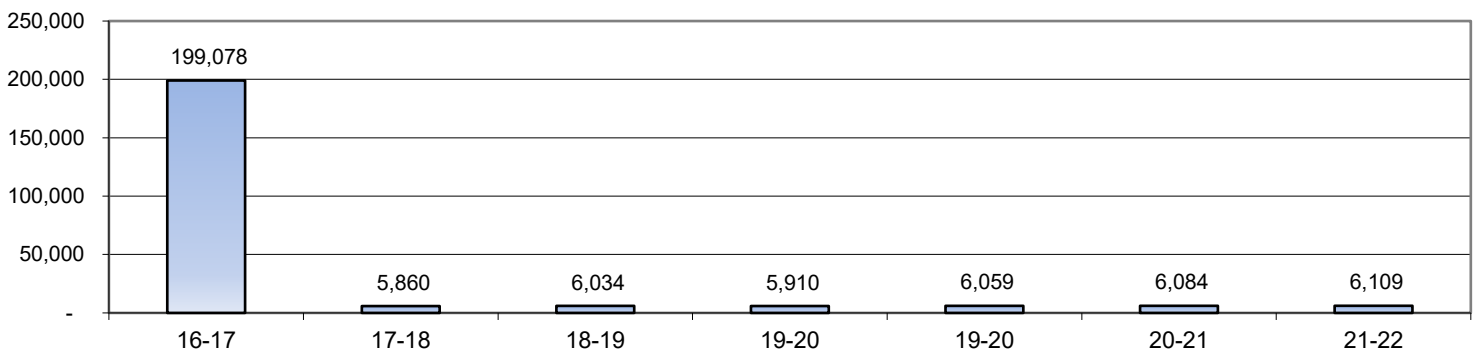
**Fund 14 - Ending Fund Balance**



## Fund 20 - Postemployment Benefits Fund

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>177,493</b>	<b>199,078</b>	<b>5,860</b>	<b>5,885</b>	<b>6,034</b>	<b>6,059</b>	<b>6,084</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	2,160	1,782	174	25	25	25	25
<b>Total Revenues</b>	<b>2,160</b>	<b>1,782</b>	<b>174</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000							
Services 5000							
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>2,160</b>	<b>1,782</b>	<b>174</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Transfers In (Out) - from</b> 8900	<b>19,426</b>	<b>(195,000)</b>					
<b>Ending Fund Balance</b>	<b>199,078</b>	<b>5,860</b>	<b>6,034</b>	<b>5,910</b>	<b>6,059</b>	<b>6,084</b>	<b>6,109</b>
<b>Components of Ending Fund Balance:</b>							
a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned - Medigap 9780	199,078	5,860	6,034	5,910	6,059	6,084	6,109
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790							
<b>Ending Fund Balance</b>	<b>199,078</b>	<b>5,860</b>	<b>6,034</b>	<b>5,910</b>	<b>6,059</b>	<b>6,084</b>	<b>6,109</b>

**Fund 20 - Ending Fund Balance**



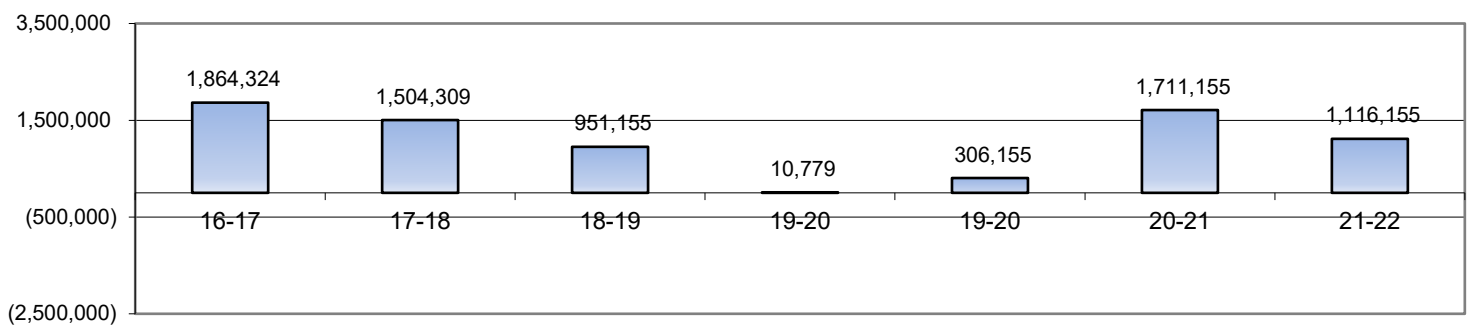
## Fund 21 - Building Fund (Education Technology)

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>542,106</b>	<b>1,864,324</b>	<b>1,504,309</b>	<b>655,779</b>	<b>951,155</b>	<b>306,155</b>	<b>1,711,155</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	2,076,395	22,929	28,524	5,000	5,000	2,005,000	5,000
<b>Total Revenues</b>	<b>2,076,395</b>	<b>22,929</b>	<b>28,524</b>	<b>5,000</b>	<b>5,000</b>	<b>2,005,000</b>	<b>5,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000	161,231	254,111	383,315	450,000	446,000	400,000	400,000
Services 5000	134,492	128,833	177,836	100,000	104,000	100,000	100,000
Capital Outlay 6000	458,454	-	20,527	100,000	100,000	100,000	100,000
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>754,177</b>	<b>382,944</b>	<b>581,677</b>	<b>650,000</b>	<b>650,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Surplus (Deficit)</b>	<b>1,322,218</b>	<b>(360,015)</b>	<b>(553,154)</b>	<b>(645,000)</b>	<b>(645,000)</b>	<b>1,405,000</b>	<b>(595,000)</b>
<b>Transfers In (Out) 8900</b>							
<b>Ending Fund Balance</b>	<b>1,864,324</b>	<b>1,504,309</b>	<b>951,155</b>	<b>10,779</b>	<b>306,155</b>	<b>1,711,155</b>	<b>1,116,155</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740		1,493,530	912,112				
c) Committed 9750							
d) Assigned 9780	1,864,324	10,779	39,044	10,779	306,155	1,711,155	1,116,155
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790							
<b>Ending Fund Balance</b>	<b>1,864,324</b>	<b>1,504,309</b>	<b>951,155</b>	<b>10,779</b>	<b>306,155</b>	<b>1,711,155</b>	<b>1,116,155</b>

**Fund 21 - Ending Fund Balance**

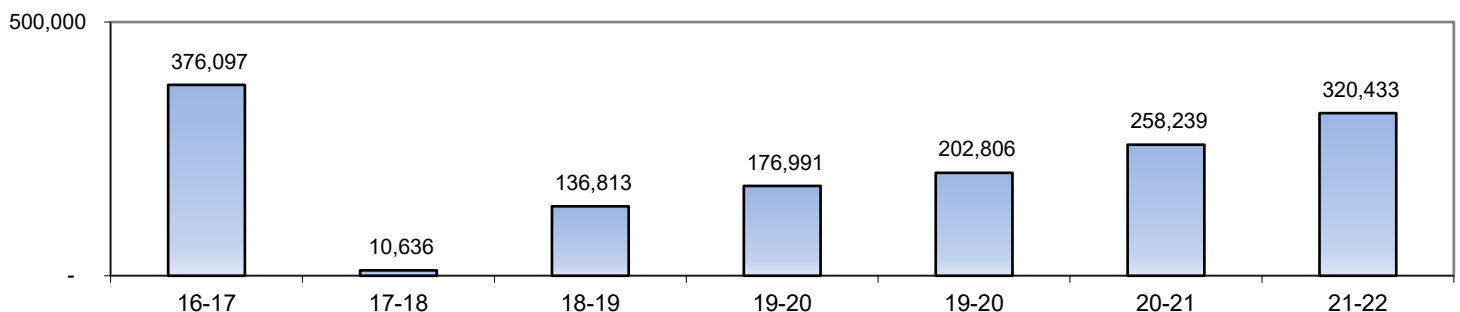


## Fund 40 - Capital Outlay Projects Fund

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22
	Actuals	Actuals	U. Actuals	Adopted Budget	Revised Budget	Estimate	Estimate
<b>Beginning Fund Balance</b>	<b>571,955</b>	<b>376,097</b>	<b>10,636</b>	<b>118,121</b>	<b>136,813</b>	<b>202,806</b>	<b>258,239</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	285,922	904,725	663,611	218,770	225,893	225,333	232,093
<b>Total Revenues</b>	<b>285,922</b>	<b>904,725</b>	<b>663,611</b>	<b>218,770</b>	<b>225,893</b>	<b>225,333</b>	<b>232,093</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000	124,197	107,904		-		10,000	10,000
Services 5000	91,094	781,825	449,936	30,000	30,000	30,000	30,000
Capital Outlay - Equipmr 6000	237,355	374,818	3,882				
Other Outgo 7100		200,640	200,640	129,900	129,900	129,900	129,900
Indirect Costs 7300	29,135	-		-		-	-
<b>Total Expenditures</b>	<b>481,781</b>	<b>1,465,187</b>	<b>654,458</b>	<b>159,900</b>	<b>159,900</b>	<b>169,900</b>	<b>169,900</b>
<b>Surplus (Deficit)</b>	<b>(195,858)</b>	<b>(560,462)</b>	<b>9,154</b>	<b>58,870</b>	<b>65,993</b>	<b>55,433</b>	<b>62,193</b>
<b>Transfers In (Out)</b> 8900		195,000	117,024				
<b>Ending Fund Balance</b>	<b>376,097</b>	<b>10,636</b>	<b>136,813</b>	<b>176,991</b>	<b>202,806</b>	<b>258,239</b>	<b>320,433</b>
<b>Components of Ending Fund Balance:</b>							
a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780	376,097	10,636	136,813	176,991	202,806	258,239	320,433
e) Unassigned/Unappropri 9790							
<b>Ending Fund Balance</b>	<b>376,097</b>	<b>10,636</b>	<b>136,813</b>	<b>176,991</b>	<b>202,806</b>	<b>258,239</b>	<b>320,433</b>

Fund 40 includes revenues collected from David Avenue leases, expenditures authorized by the Board, and maintenance department expenses in excess of the program 6220 allocation. The Board approved \$500,000 to help with the cost of construction of the High School swimming pool. In 2017-18, Fund 40 was used to fund the construction of three portable classrooms at Robert Down, and two portable classrooms at Forest Grove.

**Fund 40 - Ending Fund Balance**





## 2019-20 Budget Revisions - General Fund 01

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	<b>3,522,458</b>	1,173,908		<b>4,696,366</b>	-	<b>4,696,366</b>		<b>4,696,366</b>
<b>Revenues</b>								
LCFF	30,382,346	290,891	a	30,673,237	-	-	-	-
Federal Revenues	655,066	(7,450)	b	647,616	-	-	-	-
State Revenues	2,095,006	43,745	c	2,138,751	-	-	-	-
Local Revenues	1,425,748	129,688	d	1,555,436	-	-	-	-
<b>Total Revenues</b>	<b>34,558,166</b>	<b>456,874</b>		<b>35,015,040</b>	-	-	-	-
<b>Expenditures</b>								
Certificated Salaries	17,266,287	(37,242)	e	17,229,045	-	-	-	-
Classified Salaries	6,613,175	(88,293)	f	6,524,882	-	-	-	-
Benefits	7,313,329	115,151	g	7,428,480	-	-	-	-
Books & Supplies	1,122,411	251,252	h	1,373,663	-	-	-	-
Services	2,050,187	140,371	i	2,190,558	-	-	-	-
Capital Outlay	-	85,000	j	85,000	-	-	-	-
Other Outgo	57,036	-		57,036	-	-	-	-
Indirect Costs	-	-		-	-	-	-	-
<b>Total Expenditures</b>	<b>34,422,425</b>	<b>466,239</b>		<b>34,888,664</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>135,741</b>			<b>126,376</b>	-	-	-	-
<b>Transfers In (Out)</b>	<b>(75,880)</b>	68,538	k	<b>(7,342)</b>	-	-	-	-
<b>Ending Fund Balance</b>	<b>3,582,319</b>	<b>1,233,081</b>		<b>4,815,400</b>	-	<b>4,696,366</b>	-	<b>4,696,366</b>

<b>Components of Ending Fund Balance</b>								
Revolving Cash	5,000	-		5,000	-	-	-	-
Restricted Balances	348,892	178,055		526,947	-	-	-	-
Committed		-			-	-	-	-
Assigned	1,034,949	2,201,624		3,236,573	-	-	-	-
Resv for Ec Unc	2,193,478	(1,146,598)		1,046,880	-	-	-	-
<b>Ending Fund Balance</b>	<b>3,582,319</b>	<b>1,233,081</b>		<b>4,815,400</b>	-	-	-	-

-	a	to post increase due to revised EPA entitlement and increase in projected property tax revenue
-	b	to post decrease due to actual Perkins Grant and IDEA funding
-	c	to decrease lottery estimate and increase STRS On-Behalf calculaton
-	d	to post increase due to PG PRIDE grant (US OPEN donation), Chapman HS AVID grant, and donations received
-	e	to decrease salaries due to position control and payroll actuals
-	f	to decrease salaries due to position control and payroll actuals
-	g	to post increase due to revised STRS On-Behalf calculation, Sick Leave Incentive & other miscellaneous adj.
-	h	to post increase due to prior year's site donation carryover funds, \$267,860 and other adjustments
-	i	to post budget increase due to shared cost of SRO with the City of Pacific Grove; Psyched Services contract
-	j	to post increase due to a designation from the \$100k PG PRIDE/US OPEN funds, and CTEIG allocation of funds
-	k	to post decrease due to increased Food Services sales, and pricing for 2019-20

## 2018-19 Budget Revisions - Adult Ed Fund 11

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	<b>1,477,887</b>	527,997		<b>2,005,884</b>	-	<b>2,005,884</b>		<b>2,005,884</b>
<b>Revenues</b>								
LCFF	234,887	3,675	a	238,562	-	-	-	-
Federal Revenues	36,122	26,518	b	62,640	-	-	-	-
State Revenues	1,459,657	24,202	c	1,483,859	-	-	-	-
Local Revenues	145,000	-		145,000	-	-	-	-
<b>Total Revenues</b>	<b>1,875,666</b>	<b>54,395</b>		<b>1,930,061</b>	-	-	-	-
<b>Expenditures</b>								
Certificated Salaries	625,729	330,773	d	956,502	-	-	-	-
Classified Salaries	757,793	241,657	e	999,450	-	-	-	-
Benefits	302,698	146,720	f	449,418	-	-	-	-
Books & Supplies	169,225	137,207	g	306,432	-	-	-	-
Services	81,891	9,798	h	91,689	-	-	-	-
Capital Outlay	-	455,764	i	455,764	-	-	-	-
Other Outgo	-	-		-	-	-	-	-
Indirect Costs	-	-		-	-	-	-	-
<b>Total Expenditures</b>	<b>1,937,336</b>	<b>1,321,919</b>		<b>3,259,255</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>(61,670)</b>			<b>(1,329,194)</b>		-		-
<b>Transfers In (Out)</b>	<b>(72,900)</b>	-		<b>(72,900)</b>	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,343,317</b>	<b>(739,527)</b>		<b>603,790</b>	-	<b>2,005,884</b>	-	<b>2,005,884</b>
<b>Components of Ending Fund Balance</b>								
Revolving Cash	-	-		-	-			
Restricted Balances	610,530				-	-		-
Committed					-			
Assigned	732,787	(128,997)		603,790	-			
Resv for Ec Unc	-	-		-	-	-		-
<b>Ending Fund Balance</b>	<b>1,343,317</b>	<b>(739,527)</b>		<b>603,790</b>	-	-	-	-

- a	to post increase due to transfer from the General Fund for custodial (either custodial charge or indirect cost)
- b	to post increase due to Workforce Innovation and Opportunity Act (WIOA) Grant
- c	to post increase due to revised STRS OnBehalf revenue
- d	to post increase due to new classes on Parent Engagement
- e	to post increase due to new classes on Parent Engagement
- f	to increase budget as a result of items (d) and (e), reflecting actual and encumbered payroll
- g	to post increase due to: WIOA Grant; CTE lab, and donation carryover funds
- h	to post transfers between object codes
- i	to post increase for the construction of an outdoor classroom

## 2018-19 Budget Revisions - Child Development Fund 12

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	<b>129,082</b>	(91,197)		<b>37,885</b>	-	<b>37,885</b>		<b>37,885</b>
<b>Revenues</b>								
LCFF	-	-						
Federal Revenues	-	-						
State Revenues	119,018	5,412	a	124,430	-	-	-	-
Local Revenues	408,000	-		408,000	-	-	-	-
<b>Total Revenues</b>	<b>527,018</b>	<b>5,412</b>		<b>532,430</b>	-	-	-	-
<b>Expenditures</b>								
Certificated Salaries	64,163	-		64,163	-	-	-	-
Classified Salaries	295,330	907	b	296,237	-	-	-	-
Benefits	121,894	6,340	c	128,234	-	-	-	-
Books & Supplies	9,810	(300)	d	9,510	-	-	-	-
Services	10,200	300	e	10,500	-	-	-	-
Capital Outlay	-	-		-	-	-	-	-
Other Outgo	-	-		-	-	-	-	-
Indirect Costs	24,540	-		24,540	-	-	-	-
<b>Total Expenditures</b>	<b>525,937</b>	<b>7,247</b>		<b>533,184</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>1,081</b>	<b>(1,835)</b>		<b>(754)</b>		-		-
<b>Transfers In (Out)</b>	-	-		-			-	-
<b>Ending Fund Balance</b>	<b>130,163</b>	<b>(93,032)</b>		<b>37,131</b>	-	<b>37,885</b>	-	<b>37,885</b>
<b>Components of Ending Fund Balance</b>								
Revolving Cash		-		-		-	-	-
Restricted Balances		-		-		-	-	-
Committed							-	
Assigned							-	
Resv for Ec Unc	130,163	(93,032)		37,131	-	-	-	-
<b>Ending Fund Balance</b>	<b>130,163</b>	<b>(93,032)</b>		<b>37,131</b>	-	-	-	-

-	a	to adjust budget based on STRS On-Behalf
-	b	to post adjustments based on actual and encumbered payroll
-	c	to post adjustments based on actual and encumbered payroll
-	d	to post budget transfers between accounts
-	e	to post budget transfers between accounts

## 2018-19 Budget Revisions - Cafeteria Fund 13

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	<b>13,765</b>	(1,987)		<b>11,778</b>	-	<b>11,778</b>		<b>11,778</b>
<b>Revenues</b>								
LCFF		-						
Federal Revenues	180,000	-		180,000	-	-	-	-
State Revenues	11,600	-		11,600	-	-	-	-
Local Revenues	395,000	68,538	a	463,538	-	-	-	-
<b>Total Revenues</b>	<b>586,600</b>	<b>68,538</b>		<b>655,138</b>	-	-	-	-
<b>Expenditures</b>								
Certificated Salaries		-			-		-	
Classified Salaries	277,270	7,691	b	284,961	-	-	-	-
Benefits	88,835	(2,882)	c	85,953	-	-	-	-
Supplies	284,000	-		284,000	-	-	-	-
Services	12,275	4,278	d	16,553	-	-	-	-
Capital Outlay		-			-		-	
Other Outgo	-	-			-		-	
Indirect Costs	-	-			-		-	
<b>Total Expenditures</b>	<b>662,380</b>	<b>9,087</b>		<b>671,467</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>(75,780)</b>			<b>(16,329)</b>		-		-
<b>Transfers In (Out)</b>	<b>75,880</b>	<b>(68,538)</b>	e	<b>7,342</b>	-	-	-	-
<b>Ending Fund Balance</b>	<b>13,865</b>	<b>(11,074)</b>		<b>2,791</b>	-	<b>11,778</b>	-	<b>11,778</b>

<b>Components of Ending Fund Balance</b>								
Stores-Rev Cash	-	-		-	-	-	-	-
Restricted Balances	13,865	(11,074)		2,791	-	-	-	-
Committed				-	-			
Assigned	-			-	-			
Resv for Ec Unc								
<b>Ending Fund Balance</b>	<b>13,865</b>	<b>(11,074)</b>		<b>2,791</b>	-	-	-	-

- a to post increase based on higher food sales from last fiscal year, and to increase budget based on increased food sales pricing

- b to post increase based on actuals

- c to post increase based on actuals

- d to increase budget due to site health permits

- e to reduce transfers-in from the General Fund due to increased revenue

## 2018-19 Budget Revisions - Deferred Maintenance Fund 14

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	4,733	838		5,571	-	5,571		5,571
<b>Revenues</b>								
LCFF	93,372	-		93,372	-	-	-	-
Federal Revenues		-			-			
State Revenues	-	-		-	-	-	-	-
Local Revenues	1,000	-		1,000	-	-	-	-
<b>Total Revenues</b>	<b>94,372</b>	<b>-</b>		<b>94,372</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>								
Certificated Salaries		-						
Classified Salaries		-						
Benefits		-			-			
Supplies	30,000	-		30,000	-	-	-	-
Services	-	-		-	-	-	-	-
Capital Outlay	-	-			-			
Other Outgo	-	-			-			
Indirect Costs	-	-			-			
<b>Total Expenditures</b>	<b>30,000</b>	<b>-</b>		<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>64,372</b>			<b>64,372</b>		<b>-</b>		<b>-</b>
<b>Transfers In (out)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>69,105</b>	<b>838</b>		<b>69,943</b>	<b>-</b>	<b>5,571</b>		<b>5,571</b>

<b>Components of Ending Fund Balance</b>								
Revolving Cash	-	-		-	-	-	-	-
Restricted Balances		-		-	-	-	-	-
Committed					-		-	
Assigned	69,105	838		69,943	-	-		-
Resv for Ec Unc		-			-			
<b>Ending Fund Balance</b>	<b>69,105</b>	<b>838</b>		<b>69,943</b>	<b>-</b>	<b>-</b>		<b>-</b>

- No budget changes

## 2018-19 Budget Revisions - Post Emp Benefits Fund 20

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	5,885	149		6,034		5,860		5,860
<b>Revenues</b>								
LCFF	-	-						
Federal Revenues	-	-						
State Revenues	-	-						
Local Revenues	25	-		25	-	-	-	-
<b>Total Revenues</b>	<b>25</b>	<b>-</b>		<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>								
Certificated Salaries	-	-						
Classified Salaries	-	-						
Benefits	-	-						
Books & Supplies	-	-						
Services	-	-						
Capital Outlay	-	-						
Other Outgo	-	-						
Indirect Costs	-	-						
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>25</b>			<b>25</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Ending Fund Balance</b>	<b>5,910</b>	<b>149</b>		<b>6,059</b>	<b>-</b>	<b>5,860</b>		<b>5,860</b>

<b>Components of Ending Fund Balance</b>								
Revolving Cash		-						
Restricted Balances								
Committed				-		-		-
Assigned	5,910	149		6,059	-	-		-
Resv for Ec Unc		-						
<b>Ending Fund Balance</b>	<b>5,910</b>	<b>149</b>		<b>6,059</b>	<b>-</b>	<b>-</b>		<b>-</b>

- no budget revisions necessary

## 2018-19 Budget Revisions - Building Fund 21

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	<b>655,779</b>	295,376		<b>951,155</b>	-	<b>951,155</b>		<b>951,155</b>
<b>Revenues</b>								
LCFF	-	-						
Federal Revenues	-	-						
State Revenues	-	-						
Local Revenues	5,000	-	-	5,000	-	-	-	-
<b>Total Revenues</b>	<b>5,000</b>	-		<b>5,000</b>	-	-	-	-
<b>Expenditures</b>								
Certificated Salaries	-	-						
Classified Salaries	-	-						
Benefits	-	-						
Supplies	450,000	(4,000)	a	446,000	-	-	-	-
Services	100,000	4,000	b	104,000	-	-	-	-
Capital Outlay	100,000	-		100,000	-	-	-	-
Other Outgo	-	-			-			
Indirect Costs	-	-						
<b>Total Expenditures</b>	<b>650,000</b>	-		<b>650,000</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>(645,000)</b>			<b>(645,000)</b>		-		-
<b>Transfers In (Out)</b>	-	-		-	-		-	-
<b>Ending Fund Balance</b>	<b>10,779</b>	<b>295,376</b>		<b>306,155</b>	-	<b>951,155</b>		<b>951,155</b>

<b>Components of Ending Fund Balance</b>								
Revolving Cash	-	-						
Restricted Balances	-			-	-	-		-
Committed					-			
Assigned	10,779	295,376		306,155	-	-		-
Resv for Ec Unc		-			-			
<b>Ending Fund Balance</b>	<b>10,779</b>	<b>295,376</b>		<b>306,155</b>	-	-		-

- a to post decrease due to transfers between object codes

- b to post increase due to transfers between object codes

## 2018-19 Budget Revisions - Capital Projects Fund 40

	Original Budget	Rev #1 Changes		Revised Budget	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim
<b>Beginning Balance</b>	118,121	18,692		136,813		136,813		136,813
<b>Revenues</b>								
LCFF	-	-		-	-			
Federal Revenues	-	-		-	-			
State Revenues	-	-		-	-			
Local Revenues	218,770	7,123	a	225,893	-	-	-	-
<b>Total Revenues</b>	<b>218,770</b>	<b>7,123</b>		<b>225,893</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>								
Certificated Salaries	-	-		-	-	-		
Classified Salaries	-	-		-	-			
Benefits	-	-		-	-			
Supplies	-	-		-	-	-	-	-
Services	30,000	-		30,000	-	-	-	-
Capital Outlay	-	-		-	-	-	-	-
Other Outgo	129,900	-		129,900	-	-	-	-
Indirect Costs	-	-		-	-			
<b>Total Expenditures</b>	<b>159,900</b>	<b>-</b>		<b>159,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>58,870</b>			<b>65,993</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>176,991</b>	<b>25,815</b>		<b>202,806</b>	<b>-</b>	<b>136,813</b>	<b>-</b>	<b>136,813</b>
<b>Components of Ending Fund Balance</b>								
Revolving Cash		-		-	-	-		-
Restricted Balances					-			
Committed					-			
Assigned	176,991	25,815		202,806	-	-	-	-
Resv for Ec Unc		-			-			
<b>Ending Fund Balance</b>	<b>176,991</b>	<b>25,815</b>		<b>202,806</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

- a to post increase due to revised Monterey Bay Charter lease



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

**SUBJECT:** Counseling Services

**DATE:** September 19, 2019

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

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**RECOMMENDATION:**

The District Administration recommends the Board discuss and approve one of the proposed FTE increases for Pacific Grove Unified School District counseling services.

**BACKGROUND:**

During the January 17, 2019 Board meeting, Pacific Grove USD school counselors presented a district-wide study of services provided, number of students served, and identified unmet needs. In addition, counseling goals and additional services were presented if there were to be an increase in counselor FTE. Options were discussed and brought forward again at the April 4, 2019 board meeting.

**INFORMATION:**

On September 11, 2019, counselors and the Director of Student Services met again to refine the number of options. Attached is a spreadsheet detailing the four options.

**Option 1:** An increase of district-wide counseling FTE by .60 at a projected increased cost of \$78,653. At the elementary schools, the FTE will be from the current .70 to .80 each while the Middle School will have an additional .40 FTE. The work days will be an increase of .5 days each week for the elementary schools and 2 additional days for the Middle School.

**Option 2:** An increase of district-wide counseling FTE by .40 at a projected increased cost of \$52,436. At the elementary schools, the FTE will be from the current .70 to .80 each while the Middle School will have an additional .20 FTE. The work days will be an increase of .5 days each week for the elementary schools and 1 additional day for the Middle School.

**Option 3:** An increase of district-wide counseling FTE by .50 at a projected increased cost of \$65,545. At the elementary schools, there will be no increase in FTE. The .50 FTE increase will be at the Middle School, and the work days will go up by 2.5 days per week.

**Option 4:** An increase of district-wide counseling FTE by 1.1 at a projected increased cost of \$144,198. At the elementary schools, the FTE will be from the current .70 to 1.0 each while the Middle School will have an additional .50 FTE. The work days will be an increase of 1.5 days each week for the elementary schools and 2.5 additional days for the Middle School.

Business Services has reviewed the projected costs in each of the Options.

**FISCAL IMPACT:**

Currently, there is \$11,700 budgeted for SuperKids of which the contract has not been presented to the Board. Additionally, there is a \$10,000 Title IV funds that can be used to offset the cost increase. Title IV funds will need to be applied each fiscal year, it is not automatically renewed.

Absent of the combined \$21,700 (\$11,700 + \$10,000), nothing has been included in the budget.

## School Counselor's FTE- Present vs Proposed

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 1: Increase Counselor(s) by 0.60 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	4	0.8
451	Forest Grove Elementary	4	0.8
454	PG Middle School	7	1.4

Cost: \$78,653

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 2: Increase Counselor(s) by 0.40 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	4	0.8
451	Forest Grove Elementary	4	0.8
454	PG Middle School	6	1.2

Cost: \$52,436

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 3: Increase Counselor(s) by .50 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	7.5	1.5

Cost: \$65,545

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 4: Increase Counselor(s) by 1.1 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	5	1
451	Forest Grove Elementary	5	1
454	PG Middle School	7.5	1.5

Cost: \$144,198

NOTE: Contract for SuperKids has been included in the budget for \$11,700.

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

**SUBJECT:** District Field Trips

**DATE:** September 19, 2019

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

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**RECOMMENDATION:**

The District Administration recommends the Board receive and review District field trips information from 2018-19.

**BACKGROUND:**

Last Fall 2018 the District and Board of Education was made aware of possible inequities between school sites as it pertains to field trips. The main concern is bus transportation to the educational opportunities in and around Pacific Grove. While some school sites have the ability to walk to downtown locations in a short amount of time, others are farther away, making the walk time two to three times longer.

At the January 17, 2019 Board of Education meeting, staff presented the Board with an analysis which broke down the quantity of field trips by site and grade level, location, and cost of all transportation including athletics. The Board and Administration agreed to provide Forest Grove Elementary School with a \$1,500.00 budget from the general fund to pay for bus transportation to downtown Pacific Grove. In addition, the Board requested the staff bring back the data from the 2018-2019 school year.

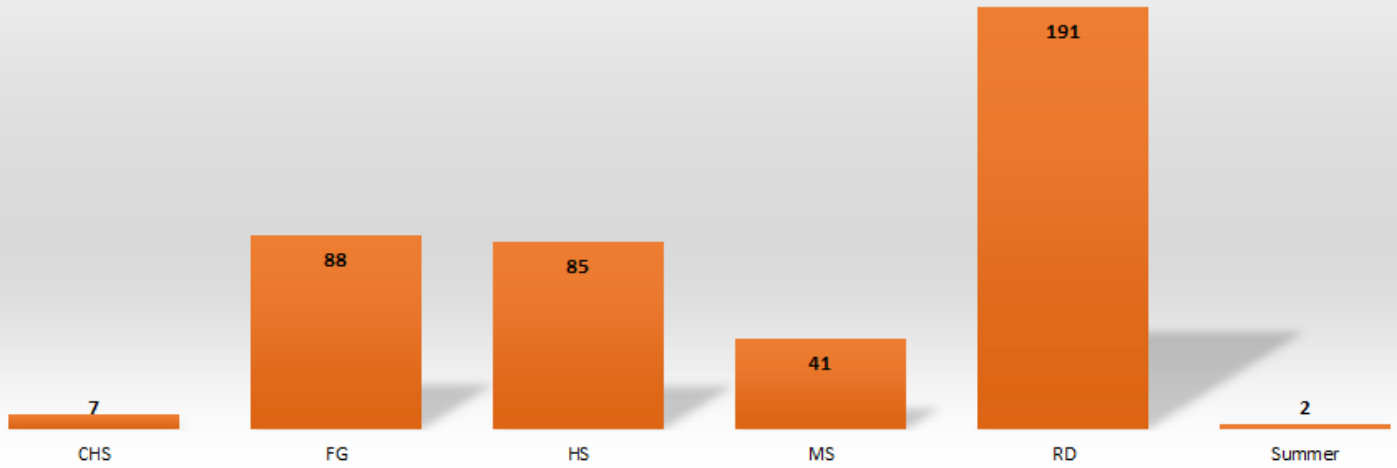
**INFORMATION:**

Attached is a graphical presentation of the field trip data exported out of the K-12 system. The data was brought into an Excel spreadsheet and sorted for presentation purposes. It is broken up similar to the first presentation on January 17, 2019 focusing on the number of field trips by site and grade level, location, means of transportation, and cost.

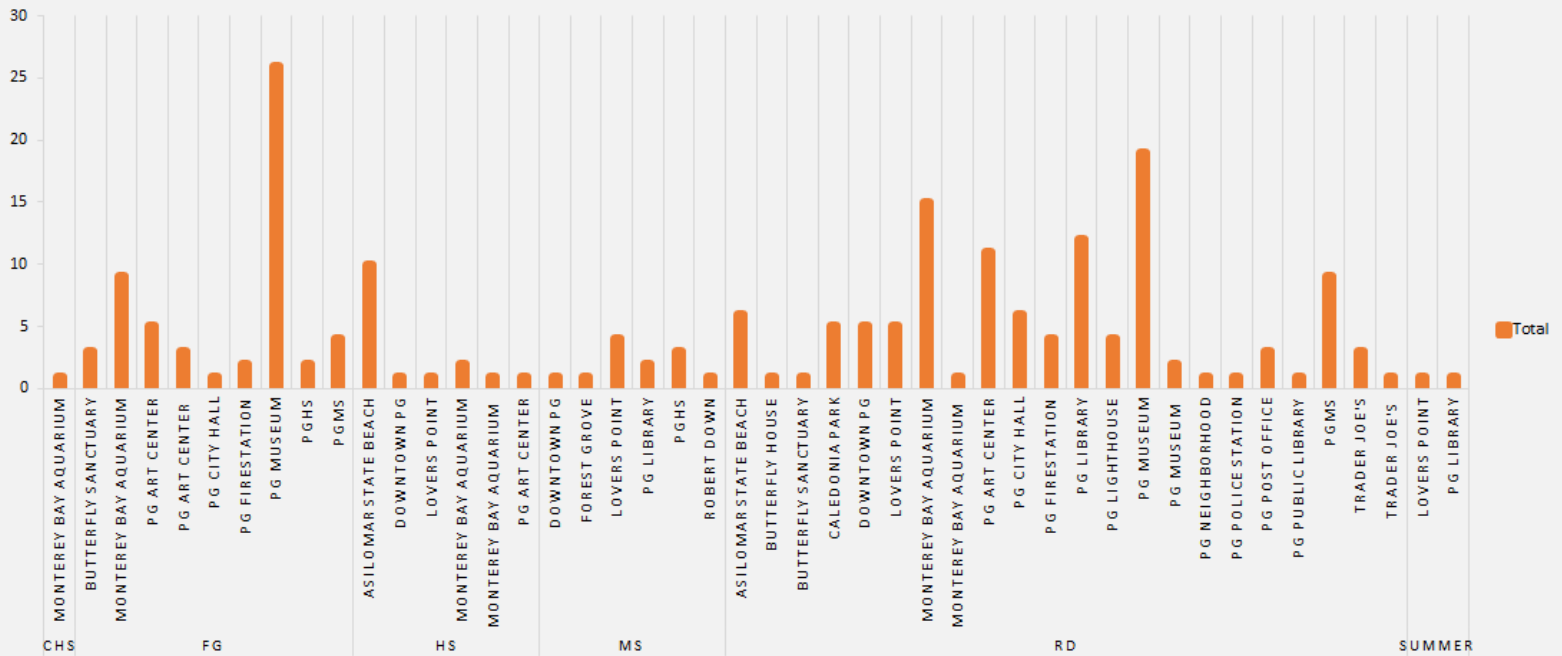
**FISCAL IMPACT:**

\$1,500 budgeted previously from the general fund to pay for bus transportation to downtown Pacific Grove.

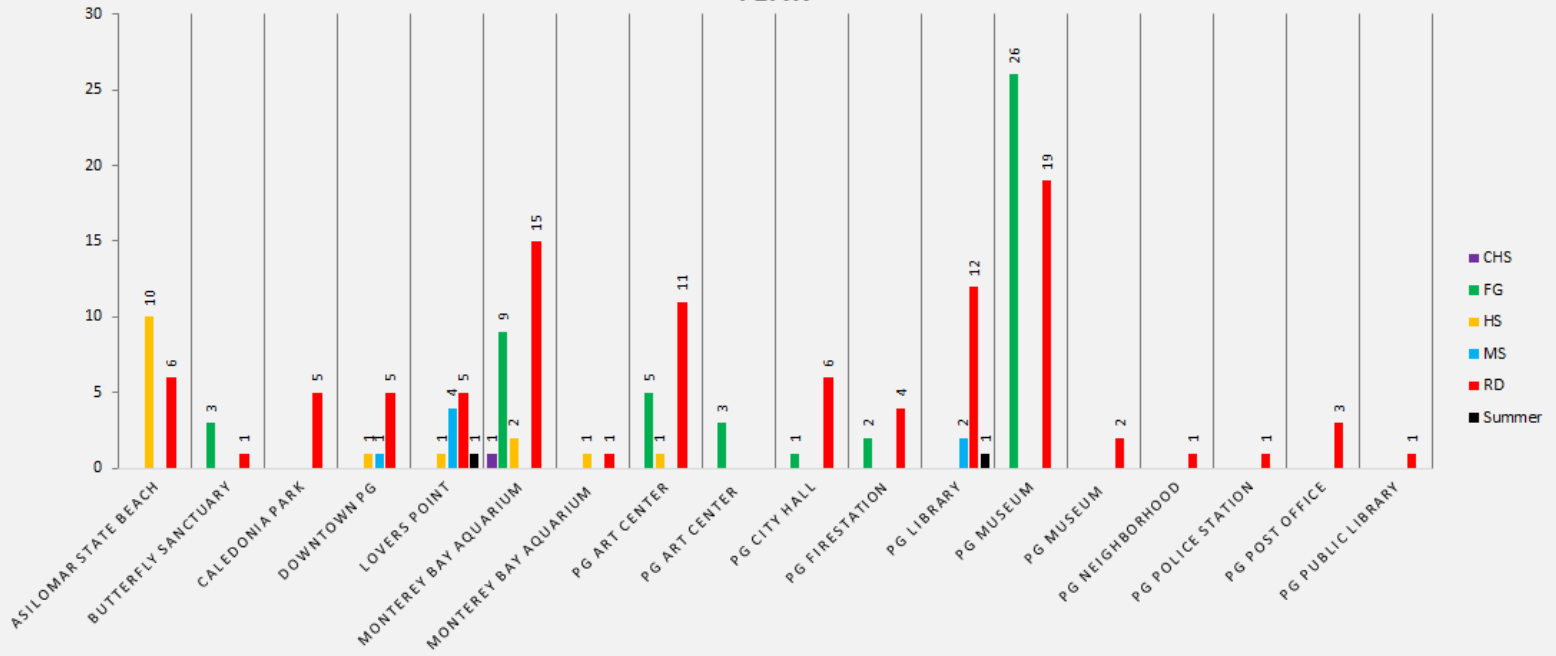
## Total "Individual Class" Field Trips By School Site For 2018-2019 School Year



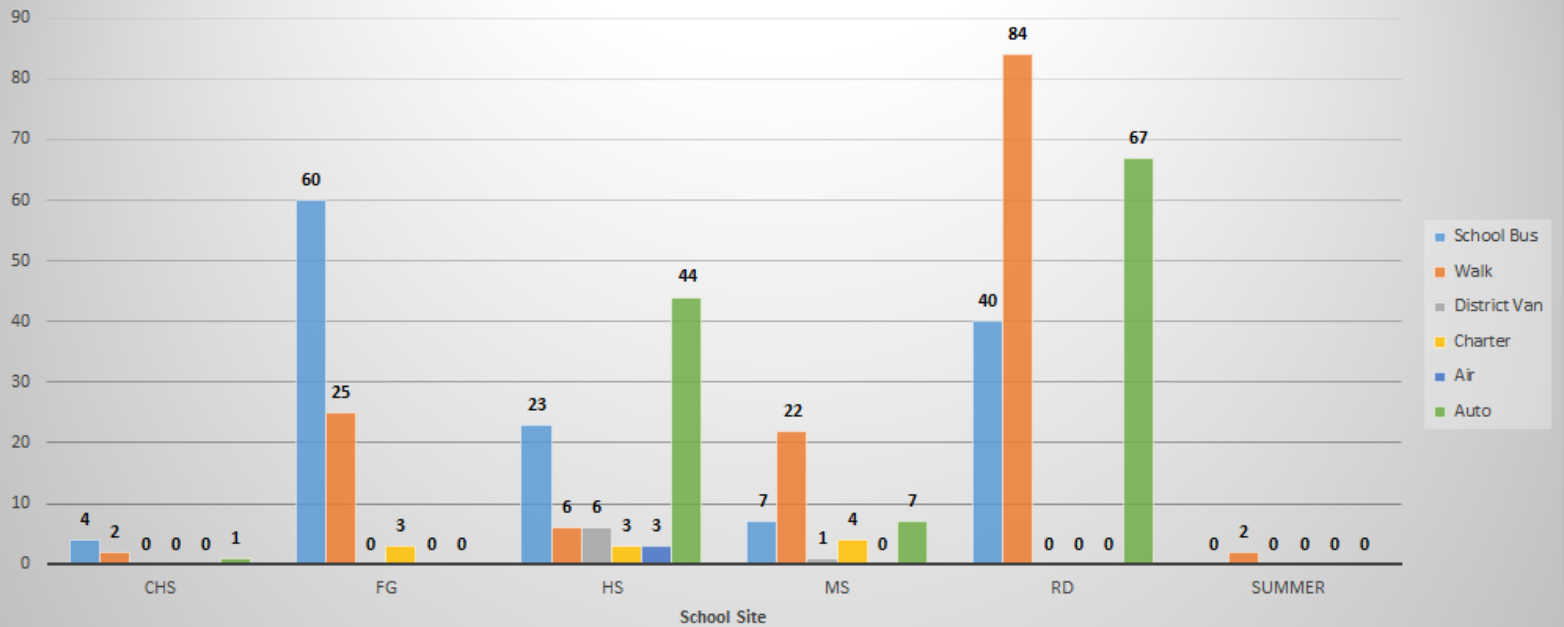
## TOTAL INDIVIDUAL CLASS FIELD TRIPS TO SELECT LOCATIONS 2018-2019 SCHOOL YEAR



## TOTAL INDIVIDUAL CLASS FIELD TRIPS TO SELECT LOCATIONS 2018-2019 SCHOOL YEAR

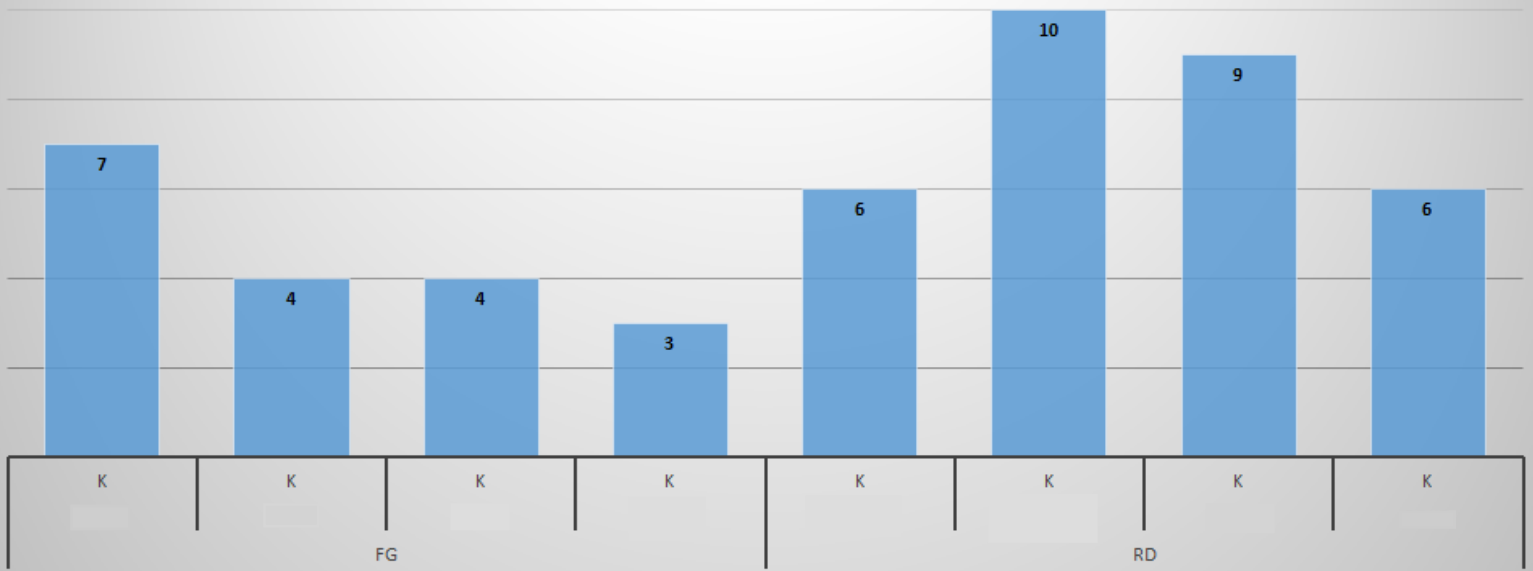


## Field Trip Transportation by School Site 2018-2019 School Year



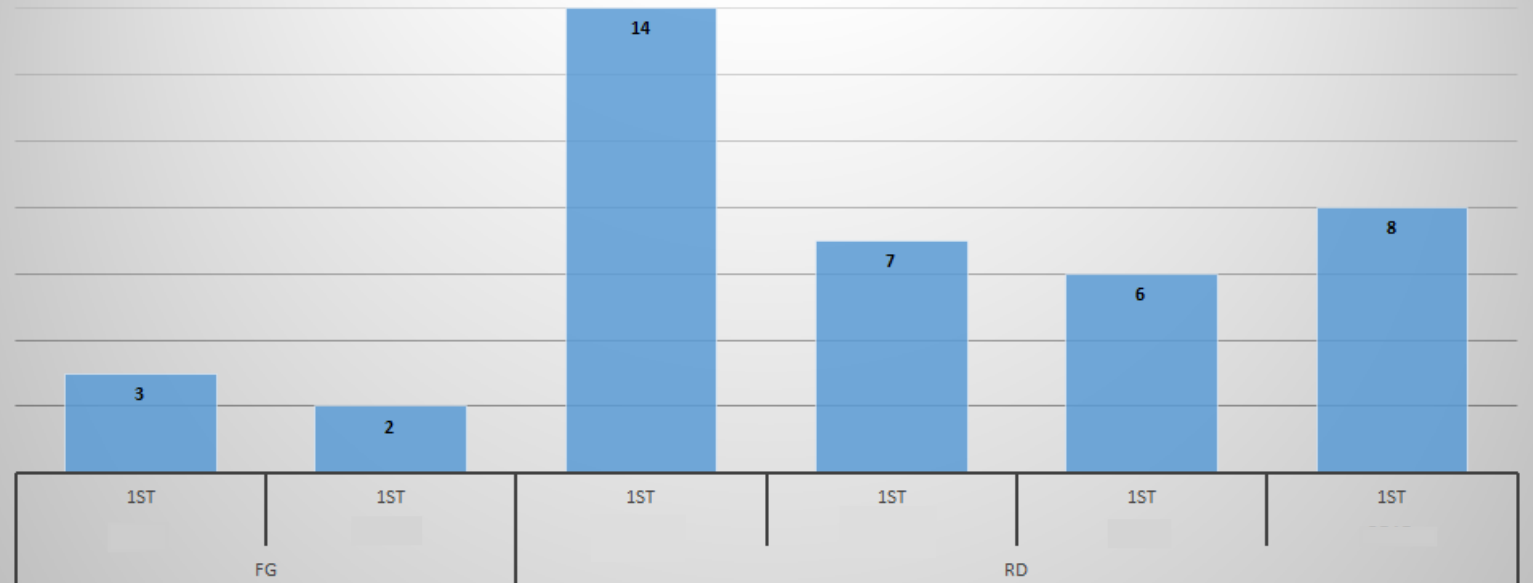
## Individual Class Field Trips By Teacher 2018-2019 School Year

### Kindergarten



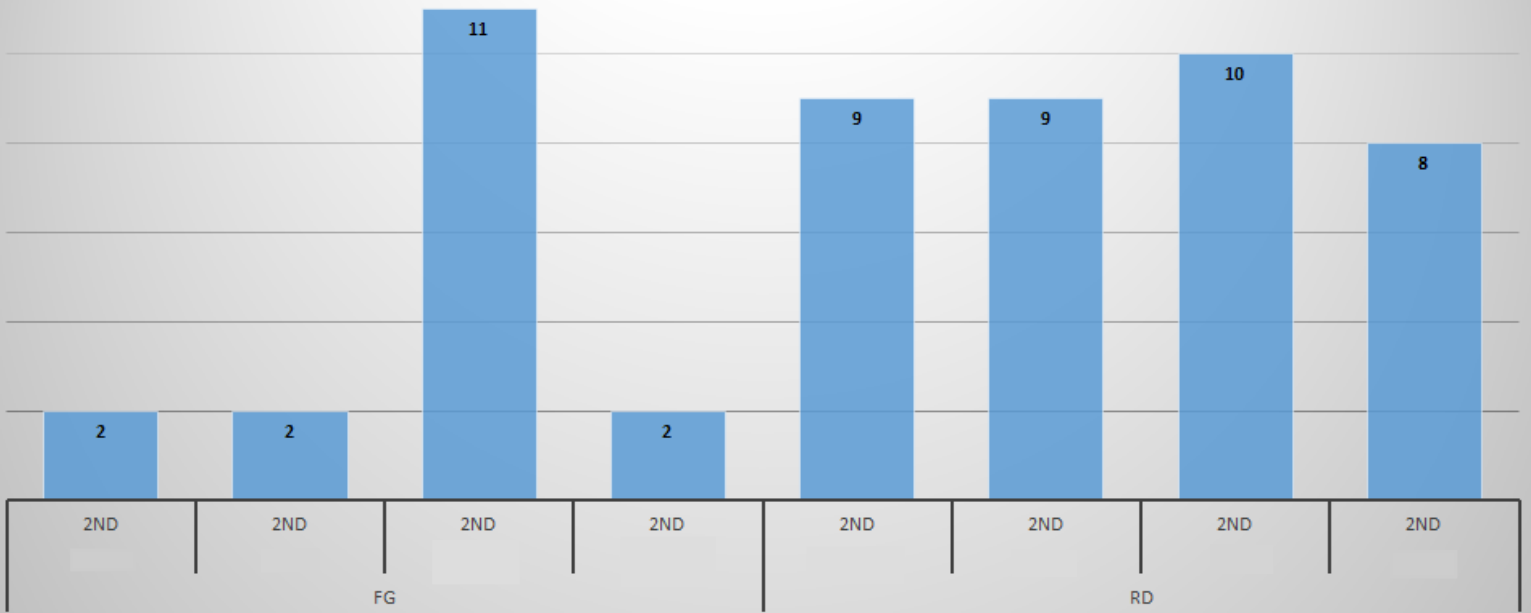
## Individual Class Field Trips By Teacher 2018-2019 School Year

### 1st Grade



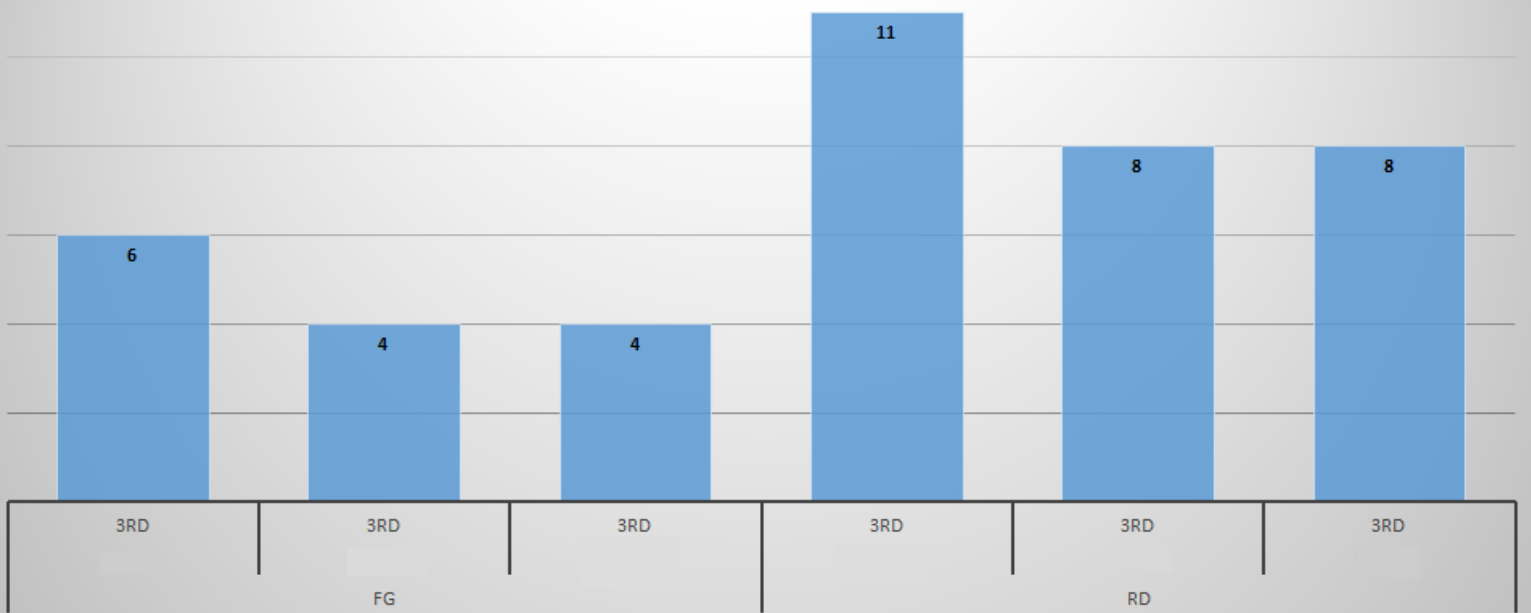
## Individual Class Field Trips By Teacher 2018-2019 School Year

*2nd Grade*



## Individual Class Field Trips By Teacher 2018-2019 School Year

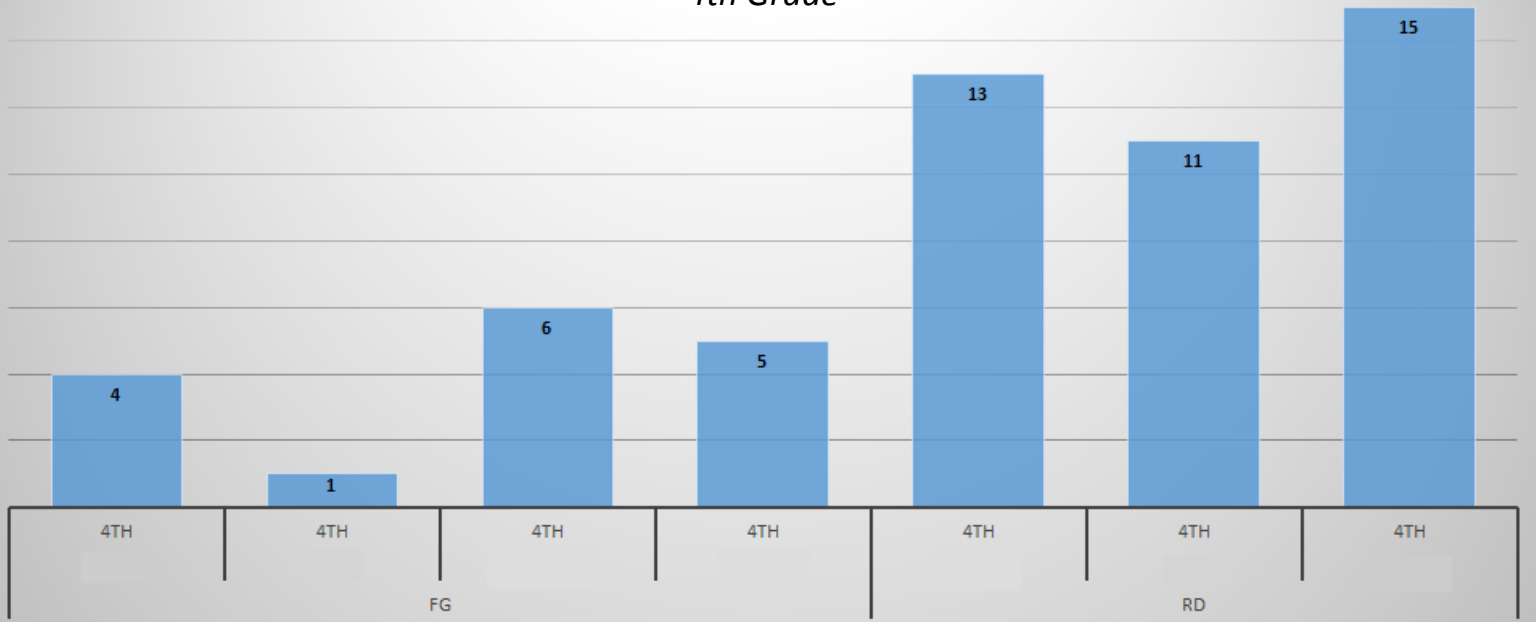
*3rd Grade*





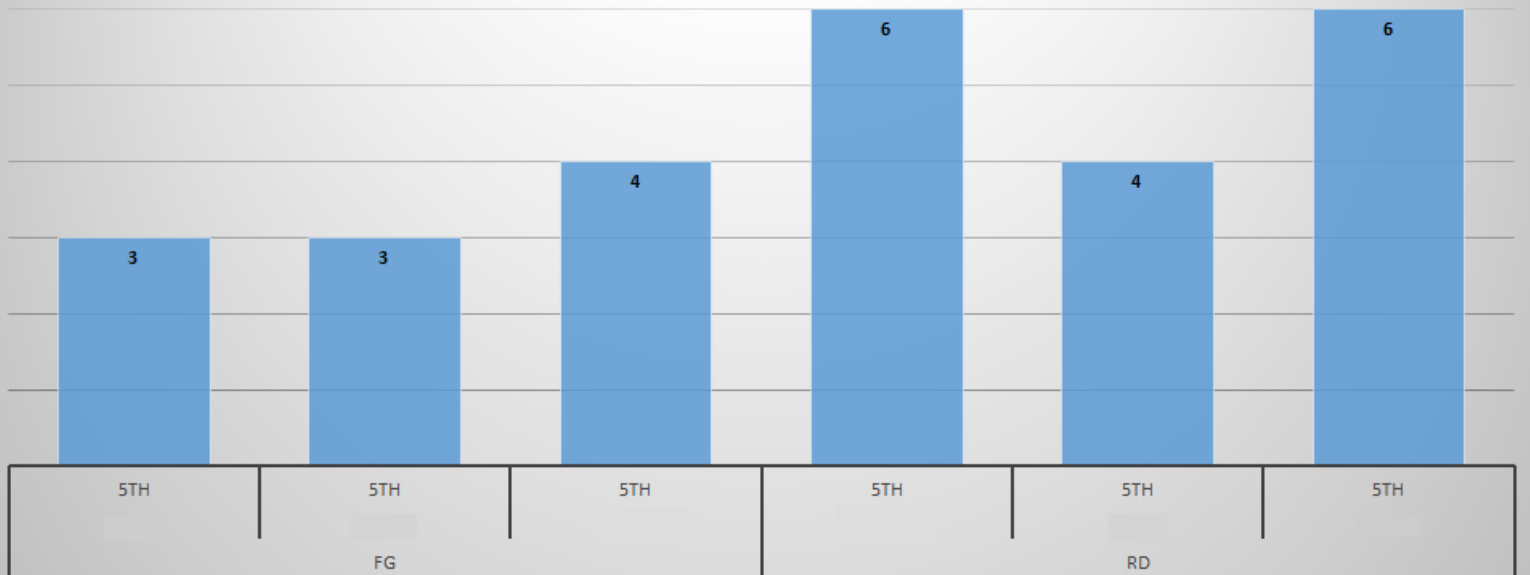
## Individual Class Field Trips By Teacher 2018-2019 School Year

### 4th Grade

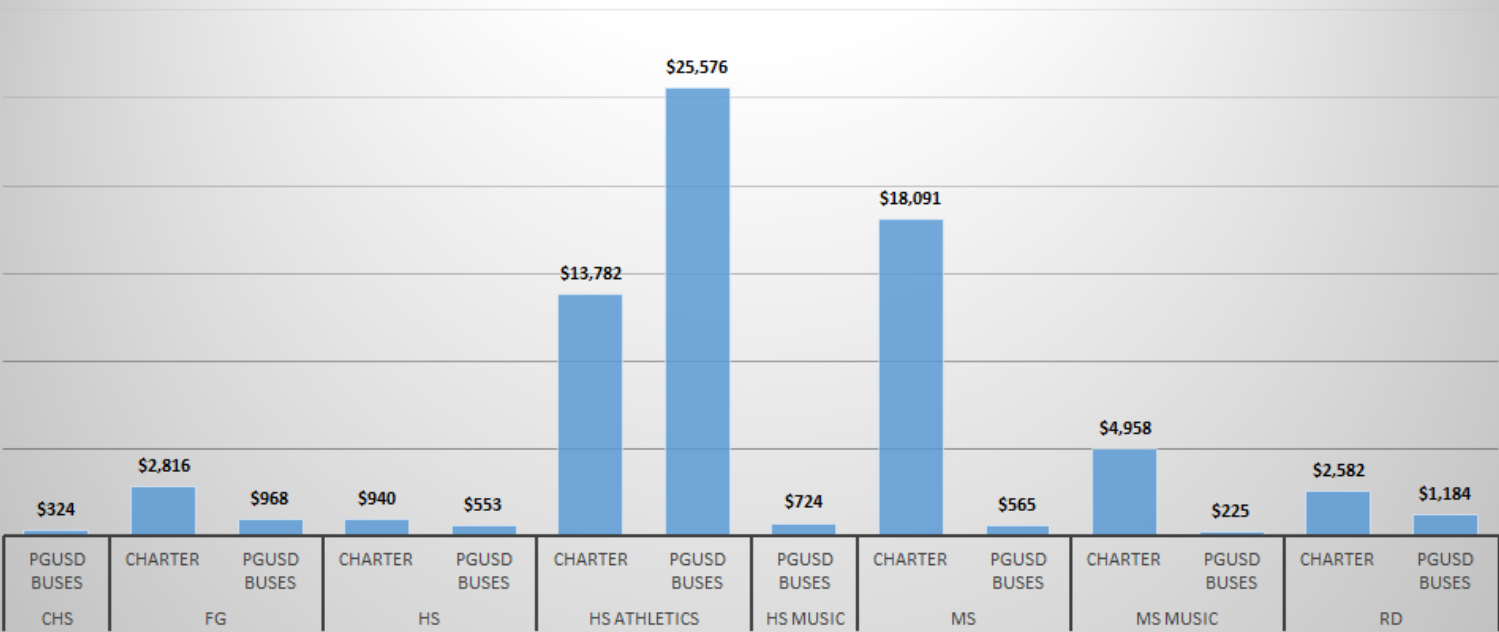


## Individual Class Field Trips By Teacher 2018-2019 School Year

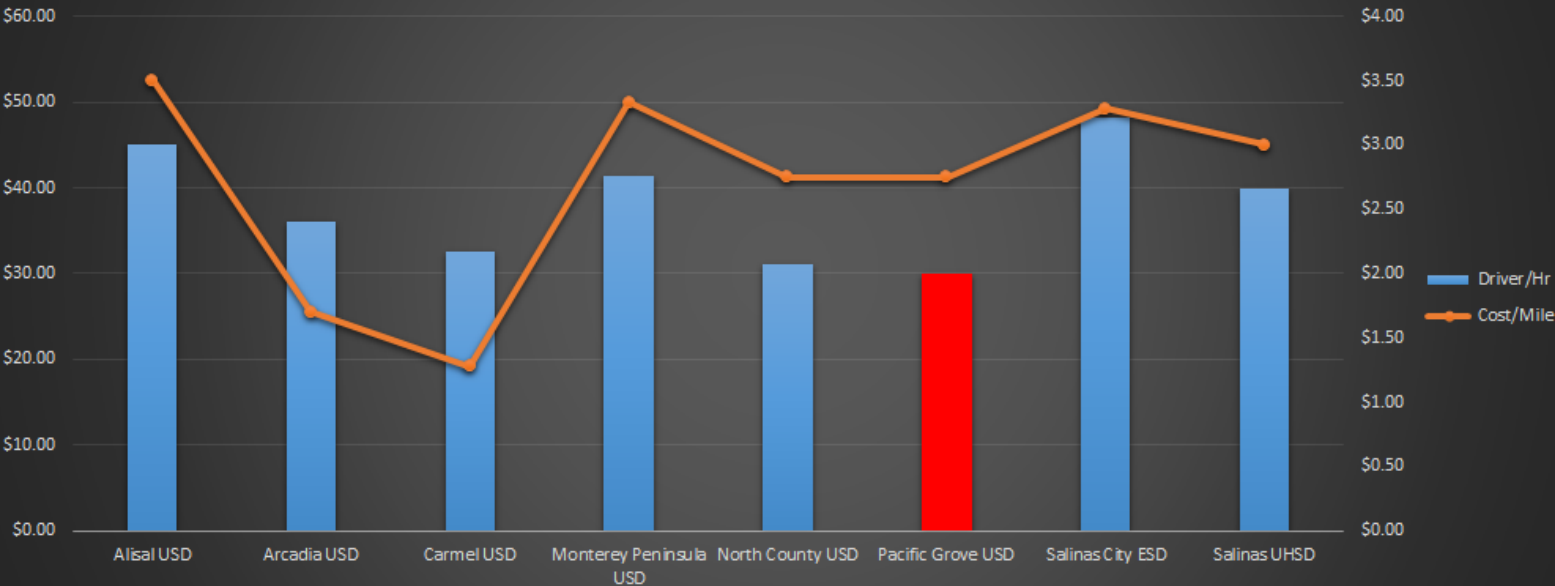
### 5th Grade



Cost of Transportation by Site Field 2018-2019 School Year



Cost Comparison by School District of Field Trip Rates



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

**SUBJECT:** Job Description – Information Technology Technician

**DATE:** September 19, 2019

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the proposed job description and provide direction or recommendations which will allow us to begin the recruitment process.

**BACKGROUND/INFORMATION:**

Whenever positions become available we review viability and relevancy, in relation to the district's current needs.

With Jonathan Mejia moving from Pacific Grove High School site Computer Lab Instructional Tech II to replace Technology Director Bruce Cates and become the new Technology Systems Coordinator we started the review of the tech needs at the secondary level. It was brought to our attention that the previous position and job description for Computer Lab Instructional Tech II didn't fit the work now needed at Pacific Grove High School.

Over time, the tech position at the secondary level has become less of a student lab support position and more of a hardware, software, and networking technician position. It is also noted that there is the need from the Technology Systems Coordinator to be able to occasionally deploy more than one person to work on large projects together for better efficiency. For instance if a new lab needs to be installed, two or three people working together can have the lab ready and available for student use faster than one person working alone. Also noted is that most school districts have a Technology Department that deploys their staff to work on technology items throughout the district similar to our Maintenance and Operations Department. Making the change submitted is a hybrid of both models where we propose to house the Information Technology Technician employee at the designated school knowing that they may also be utilized off site.

**FISCAL IMPACT:**

The new position of Information Technology Technician is being recommended at a range 35 which is approximately 5% higher on the classified salary schedule than the former position of Computer Lab Instructional Tech II, range 33 (see chart below). This increase is recommended due to higher qualifications required, responsibility level and for recruitment and retention. Depending on who is hired, and where they fall on the salary schedule, there may be a savings. The position is 8 hrs./day/10 months at \$3,846 per month to \$4,923 in six steps (salary only and without longevity). Overall with changes that have already occurred in staffing the technology positions we have saved \$27,000.

<b>New: Information Technology Technician</b>	<b>Range 35</b>	<b>22.19</b>	<b>23.33</b>	<b>24.55</b>	<b>25.75</b>	<b>27.10</b>	<b>28.40</b>
Computer Lab Technician II	Range 33	21.09	22.19	23.33	24.55	25.75	27.10

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: INFORMATION TECHNOLOGY TECHNICIAN**

**DEFINITION:** Under the direct supervision of the school Principal and in conjunction with the Technology Systems Coordinator, works independently and with a high level of responsibility according to a developed plan or outline, and is responsible for maintaining, coordinating, and operating computer resources as assigned.

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

- Responsible for maintaining, coordinating and operating district technology resources
- Catalog and inventory district technology
- Perform routine maintenance of the computers
- Coordinate the repair of the computers, network and software
- Coordinate necessary repairs of hardware
- Provide technical support to school sites
- Respond to Help Tickets
- Plan, evaluate, select, recommend, and implement District Technology policies
- Serve on school and/or District Technology Committee
- Support District Technology Department
- Provide training
- Create, update and implement a site technology plan
- Design, update and maintain designated website/s
- Audio video systems integration
- Manage authorized budget/s
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Computer systems, audio video systems and their functions
- Basic computer troubleshooting for hardware and software
- Chrome OS, Linux OS, and Windows OS, Apple OS
- Basic Cyber Security Practices
- Basic understanding of networking, web servers, DHCP's and DNS systems
- Basic Web Authoring

**Ability to:**

- Understand and communicate oral and written directions effectively.
- Work effectively with students, staff, and general public with a minimum of supervision.
- Be a self-motivated person who can assume responsibility and work on own initiative.

**EDUCATION AND EXPERIENCE:**

- Related experience with computers, computer and network repair paid or voluntary
- Completion of the twelfth grade
- College coursework in computers and/or computer applications is desirable

<b>POSITION TITLE: INFORMATION TECHNOLOGY TECHNICIAN, <i>Continued</i></b>
--

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

**Ability to:**

- Sit for extended periods of time
- Use hands and fingers with dexterity
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, crawl and stoop
- Lift and carry 40 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, crawling, pushing/pulling of file drawers, reaching in all directions, periods of time working at a computer terminal.

***LICENSE OR CERTIFICATE:***

- G-Suite Cloud Apps
- A+ Certifications
- Possession of a valid California Driver's License.
- Valid CPR/First Aid Certification is desirable.

**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 by the Board of Education:

Revised and Approved:

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

**SUBJECT:** Facilities Use Custodial Fees Update

**DATE:** September 19, 2019

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent;  
Matt Kelly, Director of Facilities and Transportation

### **RECOMMENDATION:**

The District Administration recommends the elimination of the \$35 nominal, hourly custodial fee for Group 1 **ONLY**, during regular school days **ONLY**. We also recommend retaining the overtime fee which would apply to work requiring a custodian to work after their regular work hours, as set out below in Information.

### **BACKGROUND:**

In order to support the various non-profit groups that work closely with the District, we have included a 1.0 FTE district custodian with the goal of being funded through anticipated Facilitron (facility use) revenues. The formula in arriving at the 1.0 FTE is based on a CASBO calculator. The CASBO formula applies factors in level of cleanliness, quantity of teachers, quantity of students, square footage, and a facilities use factor. A factor of .0625 FTE each is used for the elementary schools (.0625 each), adult school (.0625), and district office (.0625). Factors of .25 FTE and .50 FTE are used for the middle school and high school respectively. Total FTE for all sites adds up to 1 FTE custodian at an average cost of \$80,379 per year. This includes ALL facility uses, not just by PTA, though PTA is included in Group 1. The nominal rate is currently \$35/hour. If the clean-up requires time beyond regular work hours, then the rate is currently at the overtime rate of \$50/hour.

### **INFORMATION:**

To support to the Group 1 users, we propose the following changes to the Facilities Use Fees schedule:

1. Eliminate the \$35 hourly custodial rate for Group 1 users **ONLY** and for regular school/student days. This fee waiver does NOT apply to events held by Group 1 users during non-school/student days, weekends and holidays. Group 1 users will be charged the nominal \$39 per hour rate for events held during non-school/student days.
2. Increase the nominal hourly rate from \$35 to \$39 (actual \$38.64) to keep up with salary schedule increases.
3. Increase the overtime rate from \$50 to \$58 (actual \$57.96) to keep up with salary schedule increases.
4. Add in the requirement that all events are registered into the Facilitron program so the district is aware of events and participants on district property.

The regular rate of \$39/hour and overtime rate of \$58/hour will be subject to annual adjustment based on staffing salaries and costs.

### **FISCAL IMPACT:**

General Fund 01: Reduction of custodial fees to offset the 1.0 FTE General Fund cost from Group 1 users. However, increase of hourly rates to Groups 1A, 2 and 3 will raise some additional income to mitigate the reduction in rates to Group 1.

## Pacific Grove Unified School District

## Facilities Use Fees

Facility	Site	Pacific Grove				Carmel USD			MPUSD	
		1	1A	2	3	2	3	4	2	3
1 Classroom & Outdoor Eating Area	All	\$ -	\$ 10	\$ 20	\$ 25	\$ 8	\$ 17	\$ 33	\$ 30	\$ 150
2 Library	FG,RD	\$ -	\$ 10	\$ 20	\$ 25					
3 Library	MS,HS	\$ -	\$ 23	\$ 45	\$ 50	\$ 8	\$ 17	\$ 33		
4 Multipurpose Room*	HS	\$ -	\$ 25	\$ 50	\$ 75					
5 Multipurpose Room*	FG,RD	\$ -	\$ 25	\$ 50	\$ 75	\$ 27	\$ 50	\$ 99	\$ 65	\$ 475
6 Auditorium	RD	\$ -	\$ 15	\$ 30	\$ 35					
7 Auditorium ** & ***	MS	\$ -	\$ 38	\$ 75	\$ 100	\$ 32	\$ 64	\$ 128	\$ 85	\$ 990
8 Gymnasium*	MS	\$ -	\$ 38	\$ 75	\$ 100				\$ 80	\$ 650
9 Gymnasium*	HS	\$ -	\$ 38	\$ 75	\$ 100	\$ 15	\$ 30	\$ 60	\$ 95	\$ 990
10 Shower Rooms*	MS,HS	\$ -	\$ 20	\$ 40	\$ 45	\$ 21	\$ 42	\$ 84	\$ 75	\$ 75
<b>High School Stadium:</b>										
11 Stadium and restrooms (no lights)	HS	\$ -	\$ 25	\$ 50	\$ 75			\$ 125	\$ 105	\$ 1,125
12 Stadium and restrooms (with lights)	HS	\$ -	\$ 38	\$ 75	\$ 100				\$ 170	\$ 1,750
13 Track (included above)	HS									
14 Press Box	HS	\$ -	\$ 5	\$ 10	\$ 15					
15 Concession Building	HS	\$ -	\$ 25	\$ 50	\$ 75					
16 Field House	HS	\$ -	\$ 15	\$ 30	\$ 40					
17 Tennis Courts	HS	\$ -	\$ 13	\$ 25	\$ 50					
18 Swimming Pool	HS	\$ -	\$ 25	\$ 50	\$ 75			\$ 60	\$ 300	
19 Audio Visual Equipment	All	\$ -	\$ 5	\$ 10	\$ 15	\$ 5	\$ 10	\$ 20	\$ 40	\$ 40
20 Computer Labs***	All	\$ -	\$ 20	\$ 40	\$ 45					
21 Teacher Lounges	All	\$ -	\$ 8	\$ 15	\$ 20					
22 Kitchen Facilities***	All	\$ -	\$ 25	\$ 50	\$ 75				\$ 50	
23 Play Fields	All	\$ -	\$ 13	\$ 25	\$ 35					
24 Parking Lots	All	\$ -	\$ 10	\$ 20	\$ 30	\$ 4	\$ 8	\$ 16	\$ 100	\$ 875
25 Processing Fee	All	\$ -	\$ 1	\$ 2	\$ 5	\$ 10	\$ 20	\$ 20		
26 Custodial charge per hour	All ****	\$ -	\$ 39	\$ 39	\$ 39	\$ 22	\$ 45	\$ 45	\$ 50	\$ 50
27 Custodial OT per hour	All	\$ 58	\$ 58	\$ 58	\$ 58					

**ALL GROUPS, INCLUDING PG USD, MUST ENTER RESERVATIONS IN FACILITRON**

**Pacific Grove USD:**

**Group 1** - Free use for District-related meetings, school groups and clubs, booster clubs, Boy/Girl Scouts.

\*\*\*\* Group 1 is subject to the \$39 rate on non-school days, weekends and holidays.

**Group 1A** - Users not in Group 1, which serve only PGUSD students, are non-profit, do not charge admission or fees, and reserve the facilities for 10 or more consecutive weekdays.

**Group 2** - Users not in Group 1, not charging admission or fees or, if a charge, it is for charitable purposes. Public, non-commercial groups, such as city, county, state agencies, and youth sports leagues.

**Group 3** - Users not in Group 1, do charge admission or fees, not for charitable purposes. Events such as dances, dealer exhibits, sporting shows and commercial sales.

\* Overnight use is charged at 8 hours and the rates are subject to be updated annually.

\*\* A damage deposit of \$1,000 is required for use of the Middle School Auditorium (Performing Arts Center) unless waived by the Superintendent or designee.

\*\*\* Paid District employee required to be present at user's expense. This applies to using the 1) Middle School Auditorium sound or lighting system and 2) all site cafeterias with kitchen equipment and food preparation.



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

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** September 19, 2019

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

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**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, 2019-20 School Year

Aug. 22	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Set Date for Annual Organizational meeting ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 5	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	Forest Grove (School Site Visit)
Sept. 19	<b>Regular Board Meeting</b> ✓ Williams Uniform Complaint Report	District Office
Sept. 21 *Saturday 9am-12pm	<b>Special Board Meeting</b> ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised	District Office
Oct. 3	<b>Regular Board Meeting</b> ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	Robert Down (School Site Visit)
Oct. 24	<b>Regular Board Meeting</b> ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2019-20 Working Budget (Preliminary First Interim)	District Office
Nov. 14	<b>Regular Board Meeting</b> ✓ PGHS Course Bulletin Information/Discussion	Middle School (School Site Visit)
Nov. 21	<b>Regular Board Meeting</b> ✓ 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	<b>Organizational Meeting</b> ✓ 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 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

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

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

**SUBJECT:** 2018-2019 Smarter Balanced Assessment (SBA) Results

**DATE:** September 19, 2019

**PERSON(S) RESPONSIBLE:** Matthew Binder, Director of Educational Technology;  
Ani Silva, Director of Curriculum and Special Projects

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### **RECOMMENDATION:**

The District Administration recommends that the Board review the 2018-2019 California Assessment of Student Performance and Progress results – Smarter Balanced Assessments (SBA).

### **BACKGROUND:**

The California Assessment of Student Performance and Progress is comprised of the Smarter Balanced Assessments (SBA), administered in grades 3-8 and grade 11 in English Language Arts and Mathematics. The Smarter Balanced Assessment is comprised of two components; a computer adaptive portion and a performance task for both content areas of English Language Arts/Literacy (ELA) and Mathematics. The SBA was first administered in 2014-15. This is our fifth year of administering these assessments as part of the state's accountability model. Results from SBA are used to measure a school or district's status and growth as part of the six state indicators of success which comprise the California School Dashboard and Accountability Model.

### **INFORMATION:**

The presentation will highlight the following:

- Five-year Smarter Balanced Assessment data 2014-15, 2015-16, 2016-17, 2017-18, and 2018-20 growth comparisons in ELA and Math
- 5 Year cohort growth comparisons
- Target student group results by performance levels (English learners, socioeconomic disadvantaged, special needs, and reclassified English learners)

The academic skills that students are expected to master for college and career readiness are emphasized on the SBA. These tests include performance tasks that require students to demonstrate critical thinking and problem-solving skills and to apply their knowledge of subject matter by performing complex problems. The assessments are computer adaptive - providing students with a wider range of questions tailored to more accurately identify the knowledge and skills students have mastered. The SBA is also a measure of student academic growth over time and provides teachers and schools important information used to guide instruction as students move from one grade level to the next.

Students receive an overall score for each subject, ranging between 2,000 and 3,000. Overall scores are reported within one of four levels: standard exceeded, standard met, standard nearly met, and standard not met as the tables below indicate (for English Language Arts/Literacy and Math).

The score reports also highlight students' strengths in key areas (called "Claims") for both ELA and mathematics. ELA results include information about the students' performance in the areas of reading, writing, listening, and research. Mathematics results include information about students' performance in problem solving, using concepts and procedures, and communicating mathematical reasoning. The student's performance in these key areas for each subject are reported using the following three indicators: below standard, at or near standard, and above standard.

Score reports for students in grade eleven indicate their readiness for credit-bearing, college-level work. In 2018-2019 students in grades 5, 8, 11, and 12 took the new operational California Science Test (CAST). Results from the 2018-19 CAST are forthcoming.

Comparisons of SBA results are made to better inform decisions around identifying students in greatest need of academic support, planning differentiated instruction, aligning curriculum, and supporting the professional development of staff.

**FISCAL IMPACT:**

None.

# Smarter Balanced Assessment (SBA) Results

PGUSD

September 19, 2019

***Matthew Binder***

Director of Educational Technology

***Ani Silva***

Director of Curriculum and Special Projects

PGUSD

Regular Meeting of September 19, 2019



# Smarter Balanced Assessment (SBA)

- Given to Grades 3-8, and 11
- Five statewide administrations to date:  
**2015 (Y1), 2016 (Y2), Spring 2017 (Y3), 2018 (Y4), 2019 (Y5)**
- Two Subject Areas:
  - **English Language Arts (ELA)**
  - **Math**
- California Science Test (CAST) 2019:  
**Operational Test: Grades 5, 8, 11 and 12  
(results are forthcoming)**

# Smarter Balanced Assessment (SBA)

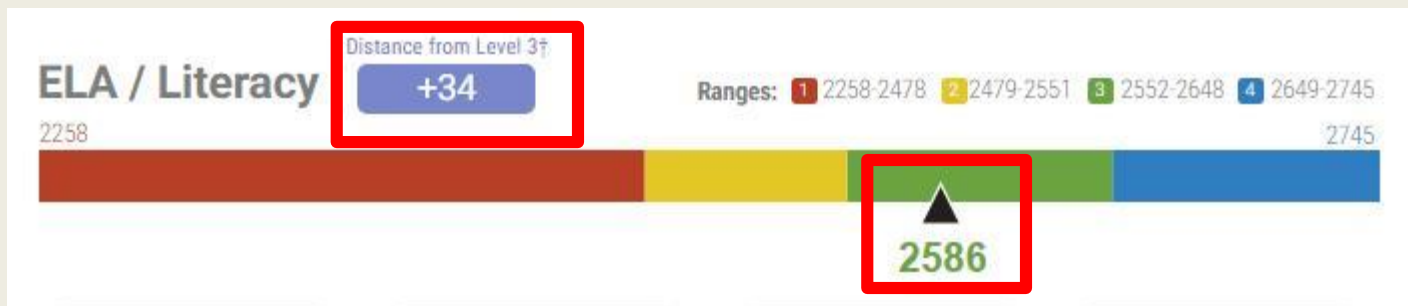
- Comprised of real-world test items and tasks:
  - **Critical thinking**
  - **Problem-solving**
  - **Application of knowledge, skills**
- **CAT – Computer Adaptive Test:** Leveled test items based on response success frequency.
- **PT – Performance Task:** Extended multi-part activities requiring students to apply knowledge and demonstrate multiple skills.
- Intended to measure student growth over *time*.

# Understanding SBA Scores

Information/Discussion Item A

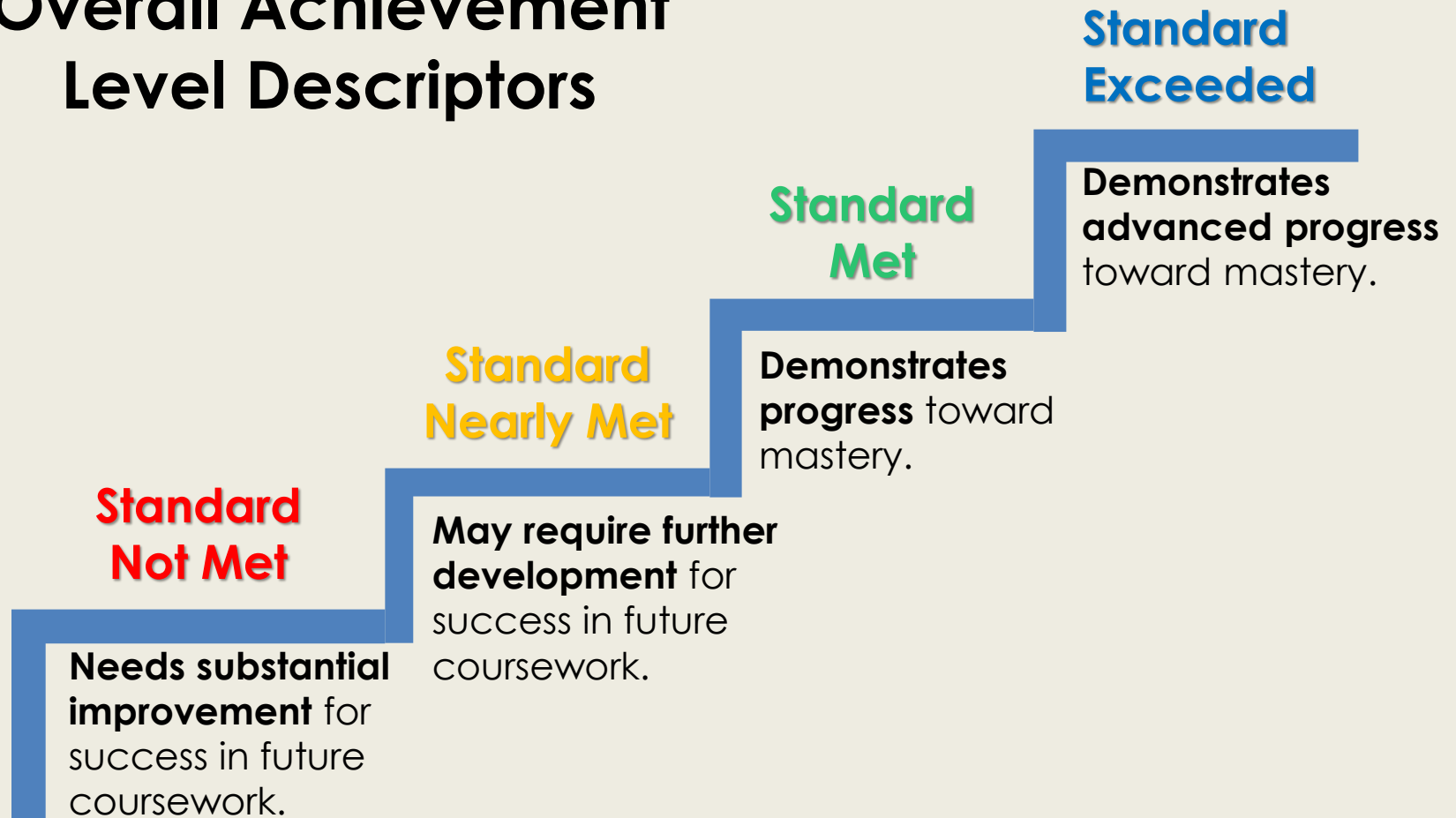
## Three Components

1. **Overall Scale Score:** The score assigned to the student based on SBA results (between 2000 and 3000).
2. **Performance/Score Level:** Each overall scale score falls into one of four achievement levels: Not Met, Nearly Met, Met, Exceeded
3. **Distance from Level 3 (DF3):** The number of scale score points above or below the lowest scale score of “standard met” (Level 3) level.





# Overall Achievement Level Descriptors



# Skill Areas Tested

## ELA/Literacy Claims:



**Reading**



**Writing**

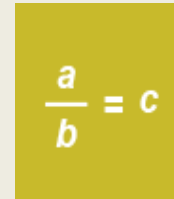


**Speaking and  
Listening**

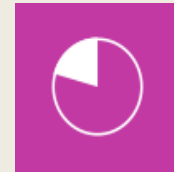


**Research/  
Inquiry**

## Mathematics Claims:



**Concepts &  
Procedures**



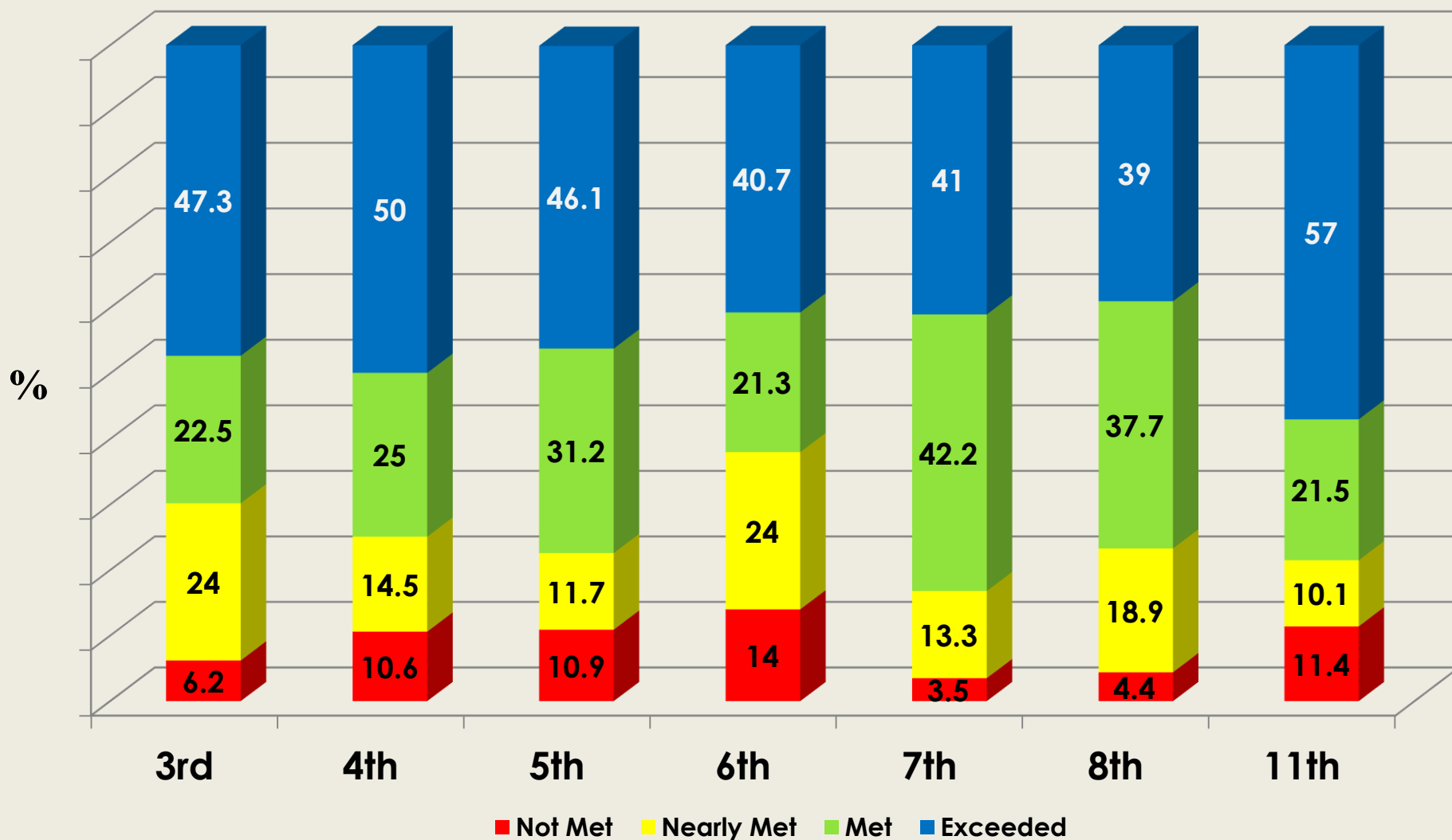
**Problem Solving  
& Data Analysis**



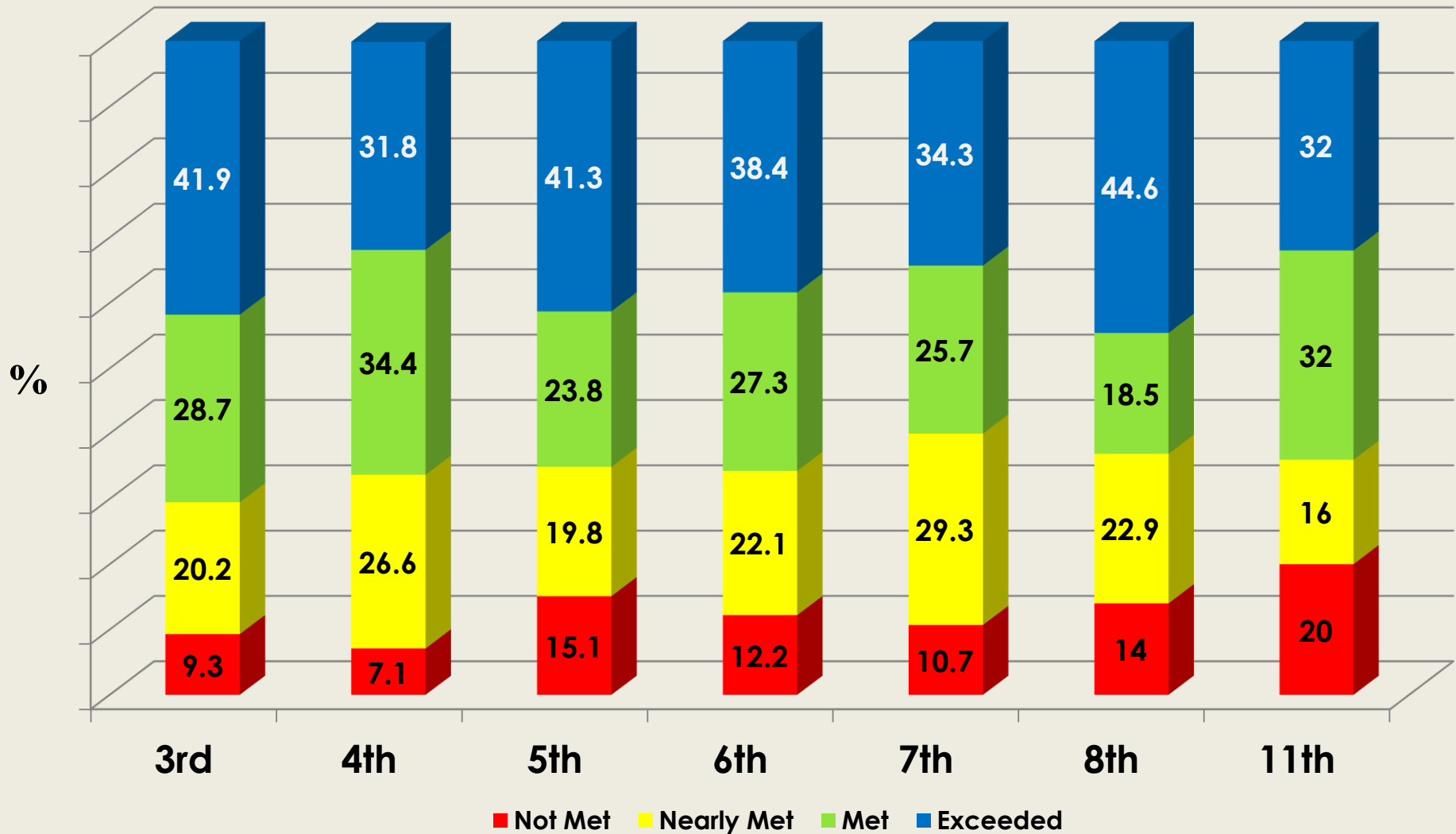
**Communicating  
Reasoning**

# **2019 Results (Y5)**

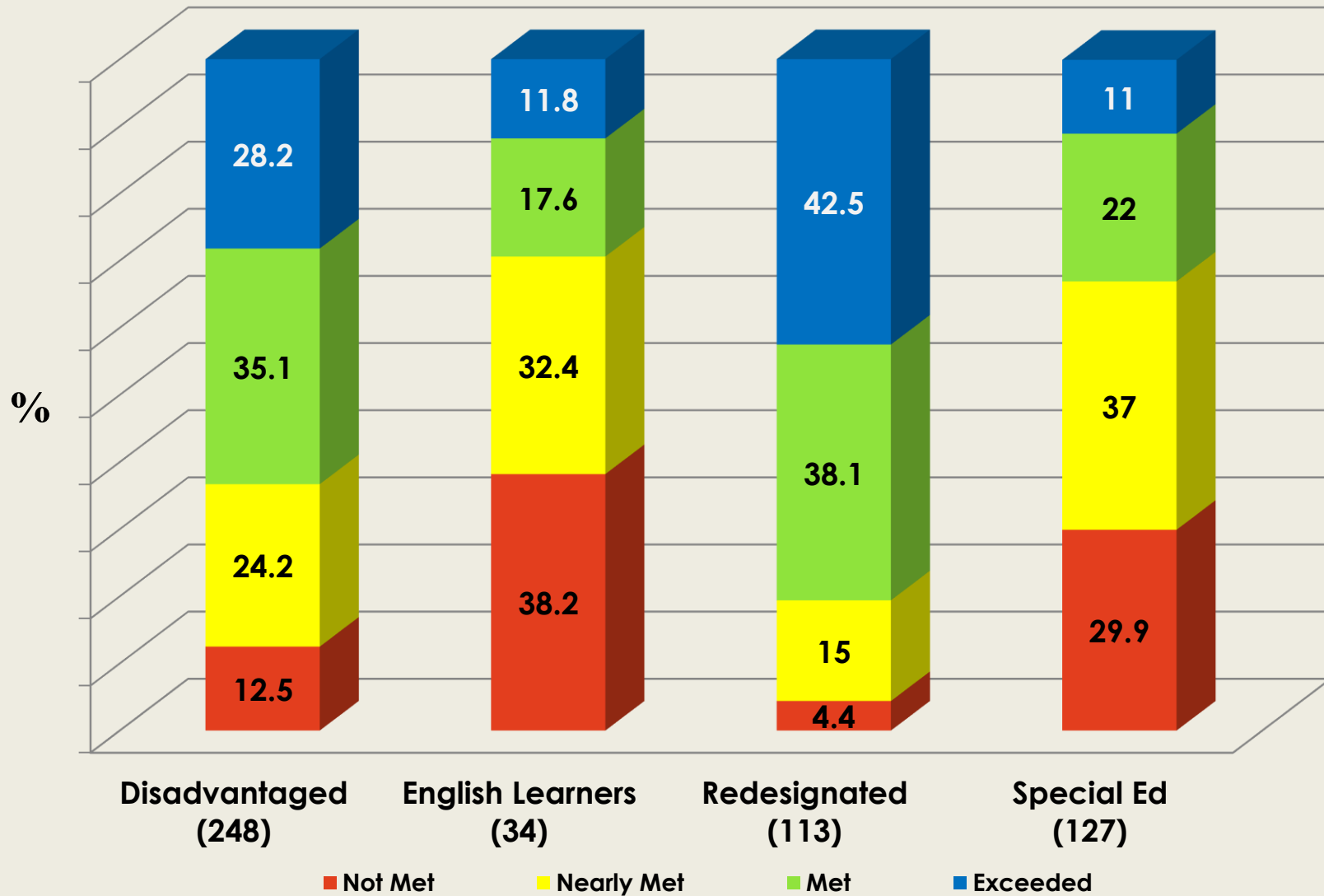
# ELA Achievement by Grade Level (2019 – Y5)



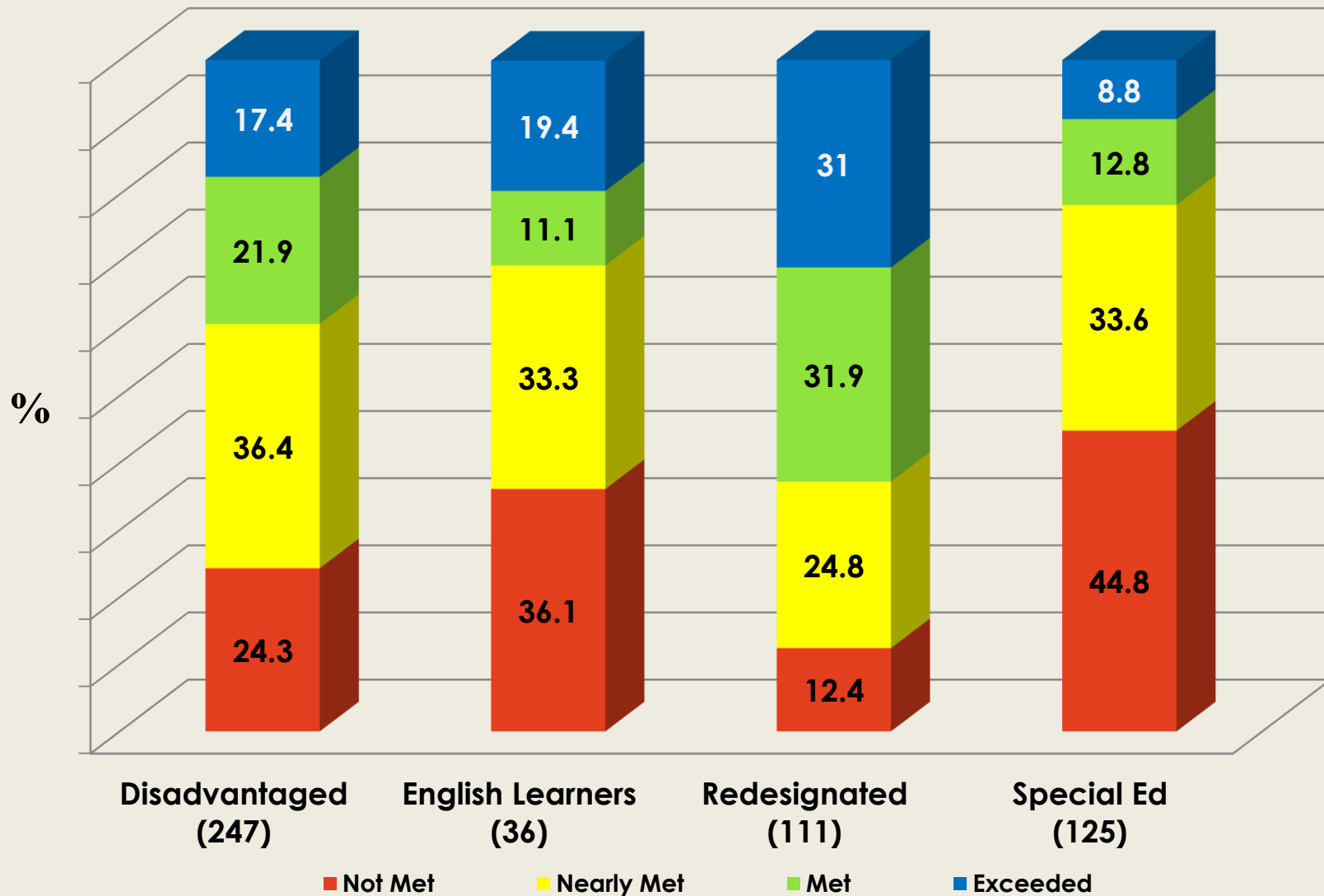
# Math Achievement by Grade Level (2019 – Y5)



# ELA Achievement By Student Group (all grades combined)



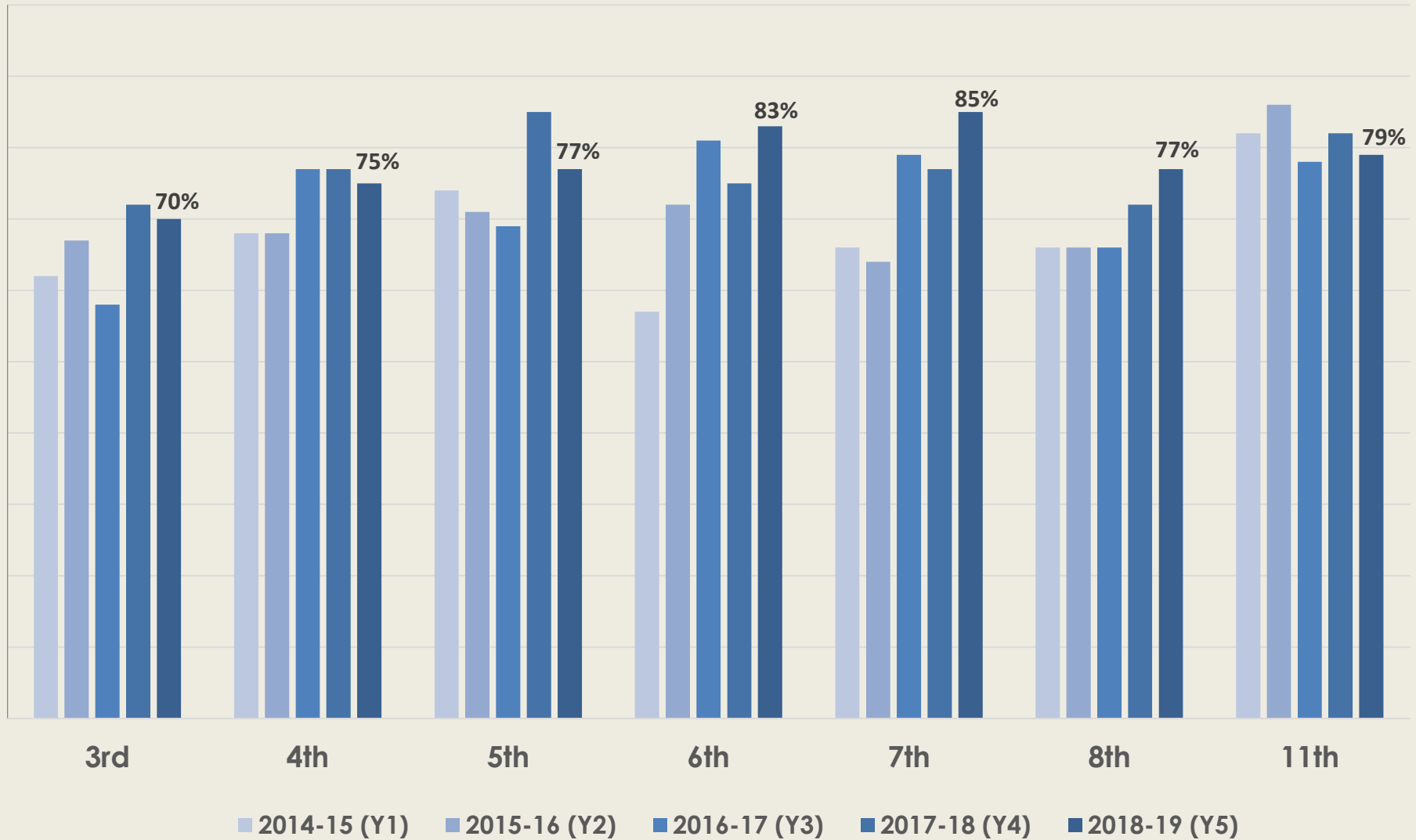
# Math Achievement By Student Group (all grades combined)



# Y1-Y5 Comparisons

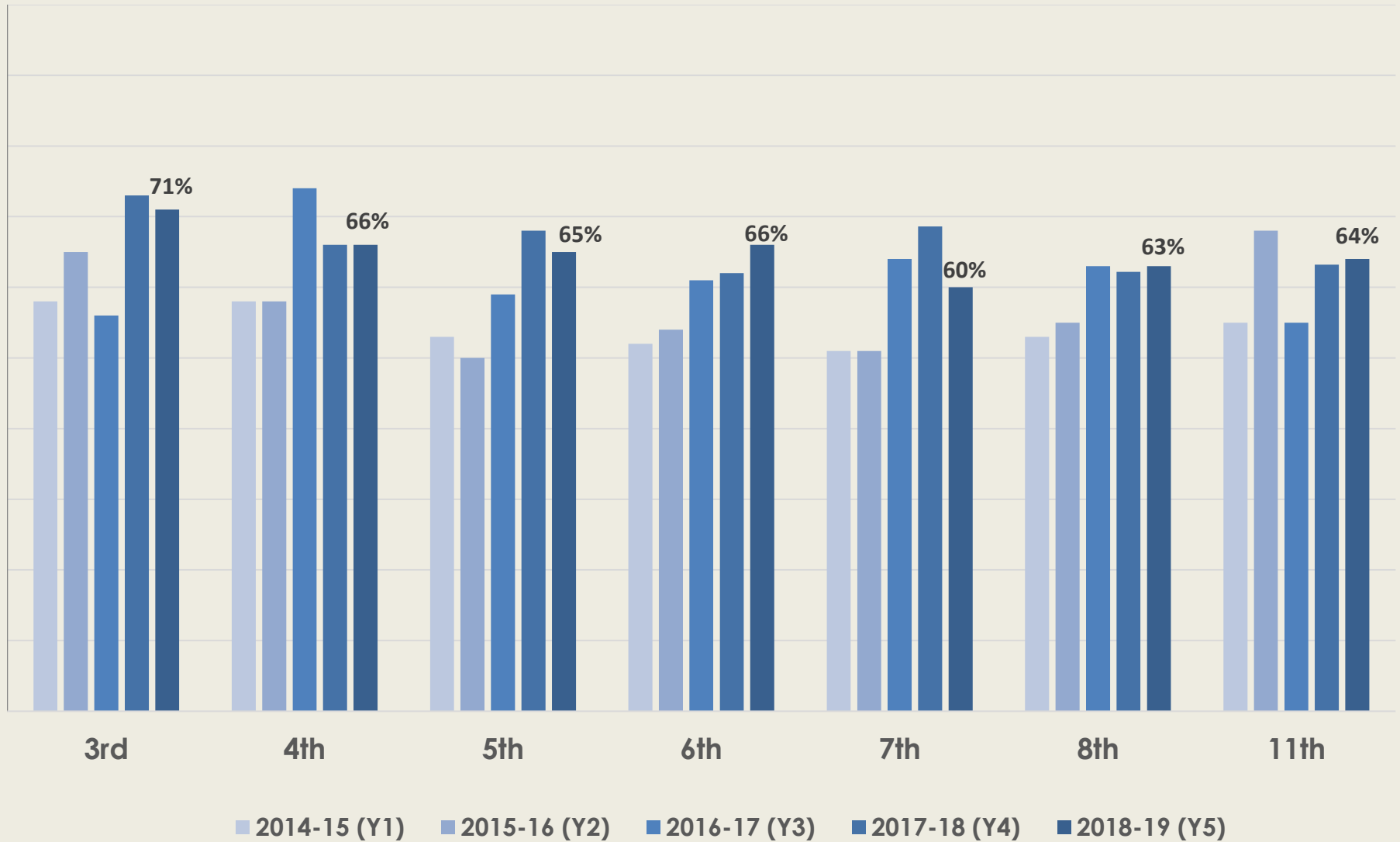


# ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



# Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A



## ELA: % Met/Exceeded Standard by Cohort (Y1-Y5)

	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	(9 <sup>th</sup> )	(10 <sup>th</sup> )	11 <sup>th</sup>
<b>2018-19</b> (Y5)	<b>70%</b>	<b>75%</b>	<b>77%</b>	<b>62%</b>	<b>83%</b>	<b>77%</b>			<b>79%</b>
<b>2017-18</b> (Y4)	<b>72%</b>	<b>77%</b>	<b>82%</b>	<b>75%</b>	<b>77%</b>	<b>72%</b>			<b>82%</b>
<b>2016-17</b> (Y3)	<b>58%</b>	<b>74%</b>	<b>69%</b>	<b>81%</b>	<b>79%</b>	<b>66%</b>			<b>78%</b>
<b>2015-16</b> (Y2)	<b>68%</b>	<b>68%</b>	<b>70%</b>	<b>72%</b>	<b>64%</b>	<b>66%</b>			<b>86%</b>
<b>2014-15</b> (Y1)	<b>61%</b>	<b>65%</b>	<b>74%</b>	<b>59%</b>	<b>64%</b>	<b>66%</b>			<b>81%</b>



= Gain



= No Change



= Decline

## Math: % Met/Exceeded Standard by Cohort (Y1-Y5)

	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	(9 <sup>th</sup> )	(10 <sup>th</sup> )	11 <sup>th</sup>
<b>2018-19</b> (Y5)	<b>71%</b>	<b>66%</b>	<b>65%</b>	<b>66%</b>	<b>60%</b>	<b>63%</b>			<b>64%</b>
<b>2017-18</b> (Y4)	<b>73%</b>	<b>66%</b>	<b>69%</b>	<b>62%</b>	<b>69%</b>	<b>62%</b>			<b>63%</b>
<b>2016-17</b> (Y3)	<b>57%</b>	<b>74%</b>	<b>59%</b>	<b>61%</b>	<b>64%</b>	<b>63%</b>			<b>55%</b>
<b>2015-16</b> (Y2)	<b>64%</b>	<b>59%</b>	<b>50%</b>	<b>54%</b>	<b>52%</b>	<b>55%</b>			<b>68%</b>
<b>2014-15</b> (Y1)	<b>57%</b>	<b>60%</b>	<b>53%</b>	<b>52%</b>	<b>51%</b>	<b>53%</b>			<b>55%</b>



= Gain



= No Change



= Decline

# Response - Support

# Broad Range of Local Assessments

- Diagnostics (DIBELS, SRI, SMI, MDTP, etc.)
- Interim Formative Assessments – IFA's
- Grade-level and department assessment data cycles
- OnTrack and Achievement Dashboard (Illuminate)

# Instructional Support and Student Services

- Elementary Math Coach
- New K5 Math Core Curriculum (Swun)
- AVID (MS, HS)
- Afterschool Math Tutoring (HS)
- Academic Intervention (leveled) Math Class (MS)

# Thank You



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

**SUBJECT:** Future Agenda Items

**DATE:** September 19, 2019

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

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**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 September 19, 2019 Regular Board Meeting:

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program
- Board Policy and Regulation 1230 School Connected Organizations- Review and update procedures (Fall 2019)