

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING: THURSDAY, APRIL 7, 2022**

Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

DATE: Thursday, April 7, 2022
TIME: 5:30 p.m. Closed Session
6:30 p.m. Open Session
LOCATION: **IN PERSON**

Trustees
*Cristy Dawson, President
Dr. Frank Rivera III, Clerk
John Paff
Brian Swanson
Carolyn Swanson
Gabiella Gaona, Student Rep.*

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

VIRTUAL MEETING

Join Zoom Meeting

<https://pgusd.zoom.us/j/87061043857?pwd=K1U4aWZjbkpTdTNDSIB5Y1RPWUNaQT09>

Meeting ID: 870 6104 3857 Passcode: 125223 One tap mobile

[+19292056099](tel:+19292056099),[87061043857](tel:+187061043857)#,,,,*125223# US (New York)

[+13126266799](tel:+13126266799),[87061043857](tel:+187061043857)#,,,,*125223# US (Chicago) Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 301 715 8592 US (Washington DC) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) Meeting ID: 870 6104 3857 Passcode: 125223 Find your local number: <https://pgusd.zoom.us/j/87061043857>

Additional Teleconferencing Location

This meeting is also being conducted by teleconference at the following locations: *White Tesla vehicle in District Office parking lot located at 435 Hillcrest Ave, Pacific Grove, Ca. 93950.*

Each teleconference location is open to the public and any member of the public has an opportunity to address the School Board from a teleconference location in the same manner as if that person attended the regular meeting location. The School Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

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.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Roll Call

C. Adoption of Agenda

- Board Questions/Comments:

- Public Comment:

- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

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 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, 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 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Planning and Preparation – Meet and Confer Administration
4. Planning and Preparation – Meet and Confer Classified Confidential
5. Planning and Preparation – Adult School
6. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2021-22 - Compensation; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
7. Conference with Labor Negotiators – Superintendent employment contract for 2021-22 - Compensation; public school employer and its designated representatives: Cristy Dawson, Board President and Frank Rivera, Board Clerk [Gov. Code §54957.6]
8. Superintendent Mid-Year Evaluation Check-in

B. Public comment on Closed Session Topics

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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 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, 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 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Planning and Preparation – Meet and Confer Administration
4. Planning and Preparation – Meet and Confer Classified Confidential
5. Planning and Preparation – Adult School
6. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2021-22 - Compensation; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
7. Conference with Labor Negotiators – Superintendent employment contract for 2021-22 - Compensation; public school employer and its designated representatives: Cristy Dawson, Board President and Frank Rivera, Board Clerk [Gov. Code §54957.6]
8. Superintendent Mid-Year Evaluation Check-in

B. Pledge of Allegiance

IV. COMMUNICATIONS

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

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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V. 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 will also take public comment on each specific action item prior to Board action on each item. The Board will allow a reasonable amount of time for public comment on each agenda item not to exceed 3 minutes per speaker and no more than 20 minutes per agenda item, pursuant to Board Policy 9323. Speakers will be called sequentially until there is no speaker coming forward on the agenda item or the amount of time allocated for the agenda item has elapsed, whichever comes first. 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.

VI. 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 March 17, 2022 Board Meeting 8
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #14 15
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #14.
- C. Classified Assignment Order #14 17
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #14.
- D. Donations 19
Recommendation: The Administration recommends that the Board approve acceptance of donations referenced.
- E. Quarterly Report on Williams Uniform Complaints 20
Recommendation: The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).
- F. Contract for Services with Ashley Beem and Beem Video 21
Recommendation: (Lito M. Garcia, Principal, PG High) The District Administration recommends the Board review and approve the Contract for Services with Ashley Beem and Beem Video
- G. Contract for Services with Justice Post at Pacific Grove Middle School 28
Recommendation: (Sean Roach, Principal, PG Middle School) The District Administration recommends the Board review and approve the contract for services with Justice Post to work as an accompanist with PGMS Music students during concert week May 2-7, 2022.
- H. Contract for Service With MJ Communications, Inc 33
Recommendation: (Barbara Martinez, Principal, PG Adult Education) The District Administration recommends the Board review and approve the contract for service with MJ Communications, Inc.

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- I. Approval of the Updated 2022-2025 Educational Technology Plan 47
Recommendation: (Matthew Binder - Director of Educational Technology, Louis Algaze -Director of Technology System) The District Administration recommends the Board approve the district's revised and updated Educational Technology Plan for 2022-2025

- Board Questions/Comments:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

VII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19 76
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19. Board Comments/Questions:

- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

- B. Resolution No. 1089 for the Issuance and Sale of 2014 Election Measure A Series D of the Education Technology Bond 77
Recommendation: (Song Chin-Bendib, Assistant Superintendent Business Services) The District Administration recommends the Board review and approve Resolution No. 1089 which will allow the District to issue its fourth series of Measure A, 2014 Election, Education Technology General Obligation Bonds.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

- C. Ratification of Pacific Grove High School Instrumental Music Field Trip 118
Recommendation: (Lito García, Principal, PG High) The Administration recommends the Board ratify the RHD field trip that took place on March 25-26.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

- D. Robert Down Elementary Engraved Brick Fundraiser for Jen Hinton Field 120
Recommendation: (Sean Keller, Principal, Robert Down Elementary) The District Administration recommends the Board review and approve the Robert H. Down PTA engraved brick fundraiser and installation of bricks onto Jen Hinton Field.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

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- E. 2022–23 School Calendar and 2023-24 School Calendar (2 year model) 122
Recommendation: (Billie Mankey, Director II, Human Resources) The Administration recommends that the Board approve the 2022-23 and 2023-24 school year calendar or direct staff to other options.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___
- F. Revised Job Description for Confidential Position of Administrative Assistant to the Assistant Superintendent of Business Services 126
Recommendation: (Billie Mankey, Director II, Human Resources) The District Administration recommends the Board review and approve the proposed position updates.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___
- G. 2020-2021 Financial Audit Report and Measures A & D Financial & Performance Audit Report 131
Recommendation: (Song Chin-Bendib, Asst. Superintendent of Business Services) The District Administration recommends that the Board review and accept the 2020-2021 Financial Audit and Measures A & D Financial & Performance Audit reports as presented.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___
- H. Ratification of Pacific Grove Middle School CCS Honor Event 268
Recommendation: (Sean Roach, Principal, Pacific Grove Middle School) The District Administration recommends ratification of this field trip that took place on Friday and Saturday, March 25 - 26, 2022, from 7:45 a.m. - 3:00 p.m. at Monte Vista Christian School in Watsonville.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___
- I. Contract for Services with Shamrock Office Solutions Landen for the Financing and Maintenance of District Copy Machine 270
Recommendation: (Song Chin Bendib, Assistant Superintendent Business Services) The District Administration recommends the Board review and approve the contract for services with Shamrock Office Solutions for the District copiers maintenance contract and financing of the copiers lease.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

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J. Board Calendar/Future Meetings

274

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.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
Trustees: Dawson ___ Rivera ___ Paff ___ B. Swanson ___ C. Swanson ___

VII. INFORMATION/DISCUSSION

A. Pacific Grove Middle School update on staff professional development and Social Emotional Support 278

Recommendation: The District Administration will update the Board current staff wide professional developments and study as well as an update regarding social emotional supports (current and new) for Pacific Grove Middle School students and families.

- Board Questions/Comments:
- Public Comment:
- Board Direction: _____

B. Future Agenda Items

279

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.

- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of October 5, 2021)
- Added October 21, 2021: A Board member requested creating policy regarding virtual meetings, including site councils, parent/teacher conferences and other meetings
- Added November 18, 2021: A Board member requested a Board advocacy committee
- Added November 18, 2021: A Board member requested an update regarding Monterey Peninsula College collaboration (April 21, 2022)
- Added March 3, 2022: A Board member requested a special meeting to discuss Cultural Proficiency professional development
- Added March 3, 2022: Discuss elementary school reconfiguration as it relates to issues of equity

- Added March 17, 2022: Board Self Evaluation
- Added March 17, 2022: Measure D Update

- Board Questions/Comments:
- Public Comment:
- Direction: _____

VIII. ADJOURNMENT

Next regular Board meeting: April 21, 2022

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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CONSENT

Mission Statement

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Annual Organizational and Regular Meeting of March 17, 2022 – District Office/Virtual**

I. OPENED BUSINESS

- A. Called to Order 5:30 p.m.
- B. Roll Call
- | | |
|---|---|
| President: | Trustee Cristy Dawson (CD) |
| Clerk: | Trustee Frank Rivera (FR) |
| Trustee(s) Present: | Trustee John Paff (JP) |
| Trustee(s) Virtual At Alternate Location: | Trustee Carolyn Swanson (CS) |
| Trustee(s) Absent: | Trustee Brian Swanson (BS) |
| Administration Present: | Superintendent Porras
Asst. Superintendent Chin-Bendib |
| Board Recorder: | Dr. Ralph Gómez Porras |
| Student Board Member: | Gabriella Gaona (GG) |
- C. Adopted Agenda

MOTION JP/FR to adopt agenda as presented.
Public comment: *None*
Motion CARRIED by roll call vote 4-0

II. CLOSED SESSION

- A. Identify Closed Session Topics
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 2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
 3. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
 4. Superintendent Mid-Year Evaluation Check-in
- B. Public comment on Closed Session Topics:

None

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

- Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)]
 - *Information Received/Direction Given/No Action*
- Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)]
 - *Information Received/Direction Given/No Action*
- Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
 - The Board voted 4-0 to dismiss a certificated employee 152397.
- Superintendent Mid-Year Evaluation Check-In
 - *The Board discussed and provided direction*

B. Pledge of Allegiance

IV. COMMUNICATIONS

A. Written Communication

- *CD: Covid protocols, Concerns about heaters at the HS, heaters repaired at the HS,*
- *FR: Concerns about masking, reconfiguration*
- *CS: Carmel Bach festival*

B. Board Member Comments

- *CD: County Committee approved the district By-Trustee maps,*
- *FR: Nice to meet County Board, Military Link is up on the Web, ABI705 restricted from offering pre-stat, algebra or intermediate algebra and we need to let HS students know,*
- *GG: Play Clue performing, Student Voices performed, PowderPuff and PowderBuff, other events coming*
- *JP: Spoke at the City Council regarding experience with districting process so that they are prepared.*
- *CS: Shout out to Shane Steinback for crossing duty, Legislative Action Day for CSBA and met with legislators,*
- *CD: Former student requested to honor Todd Buller for all his service, Case de Noche Buena open house for displaced families as part of Community Human Services,*

C. Superintendent Report

- *Fentanyl Town Hall March 28, 2022 , Equity Training had a successful start and more training to come*

D. PGUSD Staff Comments (Non Agenda Items)

- *Sally Richmond: Robotics Team in top 10, and Monterey Regional coming soon, and the match will*

be broadcast at the HS

- *Kari Serpa: Reconfiguration has been discussed for years as a way to address equity, wants budget transparency for intervention, Els, and social emotional health is necessary, fragile time for student now, staff are overwhelmed right now, not a time to prioritize this, DO does not have the “bandwidth” to arrange the changes (IE: facilities), shared experience at MPUSD, busing and transport will be a “nightmare for the community”, funding adjustment can help address the issues without the disruption*
- *Sean Keller: Happy St. Patrick’s Day, PG Pride fundraiser March 19, Site Council this Monday, Sea Otter Classic assembly March 29, Dine out at Sur Restaurant fundraising for month of April, April 23 is Spring clean-up day, May 7 is 100th year of RHD building (at end of Good Old Days parade)*
- *RHD Staff- Cristina Renteria: Thank Kari Serpa re reconfiguration comments, Thank you to Principal Keller at Kinder orientation meeting, recognize Principal Keller leadership on playground using the Tools, thank classified staff (aides)*
- *Barbara Martinez: Dovetail on Townhall comments, training on use of Narcan for addressing overdose, acknowledge Dr Rivera’s comments and the AS offers those math courses to serve all who come, acknowledged ACSA legislative action day and AS legislative action day, Monday starts AS Spring session*
- *Sean Roach: Completed Staff wide training on Universal Design for Learning from MCOE*

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

- *Beth Shammas: Acknowledged that a CHS student passed away and asked a moment of silence*
- *Robin Pelc: Condolenscene for CHS student, this is not the time for reconfiguration..need good dose of stability”, adjust funding for equity*
- *CS: Can Townhall be set just for students*
- *CD: Perhaps Fentanyl Townhall discuss in health classes.*

VI. CONSENT AGENDA

Minutes of March 3, 2022 Board Meeting
Certificated Assignment Order #13
Classified Assignment Order #13
Warrant Schedule 641
Contract for Services with Planned Parenthood Mar Monte
Contract for Services with Monterey DJ
Out of County Travel
Donations
Bilingual Speech and Language Pathologist Assessment

MOTION FR/CS to adopt Consent Agenda as presented

Public comment:

- *Buck Roggeman: Acknowledge Song Chin-Bendib’s service, Acknowledge Denise Engles*

Motion CARRIED by roll call vote 4-0

VII. ACTION/DISCUSSION

A. District Update on Response to COVID-19

Discussed potential more restrictive guidance based on exposure data, we will be getting more clarity from County Health, more updates coming from Nurse Powley, continue to be vigilant on symptomatic cases to be sent home, emphasize strong masking recommendation, testing requirements are still in place for close contacts, healthy stock of testing kits, will pass out test kits prior to Spring Break, continue to remind people to stay home

when ill

Public Comment:

- *CD: What about new variant? (Will look into data and what might expect)*
- *CS: Support Pooled testing, and can that be maximized? (Yes, already so. Current results are still negative. Parents have designed flyers to encourage participating in pooled testing)*
- *Currently in favor of students and staff who are in modified quarantine to wear masks. Can help with Pooled testing advocacy.*
- *FR: In favor of masking with modified quarantine, logical that we are in strong recommendation so quarantine masking would be logical next step.*
- *JP: Thanked Robin Pelc. Asked clarity of modified quarantined (Can attend school with close contact while asymptomatic, and test within 5 days of exposure period, applied to unvaccinated students only)*
- *Clarified that as written, modified quarantine only applied to unvaccinated and fully masked. New guidelines phasing this out.*
- *More vaccine clinics in PG? (We await Monterey Fire Dept but they are willing)*
- *Asked Roggeman downside at elementary of masking readjustment? (Families already used to change in no-mask and some families may feel that the change back will be too restrictive. The masking will be short since it is limited to modified quarantine time. Not a return to general masking...only for specific, known classroom case for maximum 5 days) (About 50% students wearing masks still, proud of students for being respectful of the student choices)*
- *Sally Richmond: Modified quarantine refers only to unvaccinated, hard to enforce at HS,*
- *JP: Elementary only, cannot manage at secondary, someone in the class will have positive case and will need to mask (vaccination status does not apply)*
- *Robin Pelc: Appreciative of the conversation, strong interest in proactivity, appreciated Covid protocols, success may be due to masking, need to prep to resurgence. Request: plan for next surge and trigger for universal masking, close contact masking, avenue aside from Board meeting to help generate ideas and discussion*
- *Elliott Hazen: Support masking, honor code may apply at HS, District needs to be proactive in planning for new outbreak*
- *Shannon McCarty: As a teacher..could be monitored at HS, vital for elementary,*
- *Lito Garcia: Prior to mandates, part of the response of a positive case was to have unvaccinated student participate in modified quarantine (honor code), it is not something teachers can police since we cannot ask about vaccination status.*
- *Board members discussed options for more restrictive guidance regarding masking during Covid positive cases*

Motion:

When there is a positive COVID-19 case in an elementary classroom, all members of that classroom are considered close contacts. Given that the CDPH strongly recommends indoor masking and COVID-19 testing for close contacts on day 3, 4, or 5 of the exposure period, all close contacts are required to wear a mask indoors and provide a negative COVID-19 test result on days 3, 4, or 5 of the exposure period to discontinue wearing a mask by day 6 of the exposure period.

Move: JP

Second: CD

Roll Call Vote: 4-0

B. Contract Services with Otto Construction

Board Comments/Questions:

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CONSENT

- *JP: Supportive, use Facilitron system that we have in order to get items ticked off,*
- *CD: Concerned about high numbers, but glad that it is getting addressed*
- *CS: Would like report back to the Board (follow up), concerned and glad that it is getting addressed, focus on student and staff safety*
- *CD: Reasonable time? (60 days would be reasonable)*

Public Comment:

- *Beth Shammas: Concerned about the \$21K allotted, seems small amount.*

Motion to approve contract as presented

Move: JP

Second: FR

Roll Call Vote: 4-0

C. Resolution 1087 To Teach

Board Comments/Questions:

- *FR: Supportive*
- *CS: Resolved by next school year? (yes) Supportive.*
- *Billie Mankey: Reminded Board that we need clarify with CTC, and employee still allowed to teach in the classroom*

Public Comment:

- *None*

Motion to approve Resolution 1087 as presented

Move: FR

Second: CD

Roll Call Vote: 4-0

D. Approval of the 2021-2022 Second Interim Report

Board Comments/Questions:

- *None*

Public Comment:

- *Beth Shammas: Bothered by amount in the reserve. What that amount? (The third year reserve will drop after negotiations)*

Move: CD

Second: FR

Roll Call Vote: 4 - 0

E. Ratification of Independent Consultant Agreement for Nor Cal Bats virtual presentation with Robert H. Down Elementary 2nd graders

Board Comments/Questions:

- *None*

Public Comment:

- *None*

Move: JP

Second: FR

Roll Call Vote: 4 – 0

F. Board Calendar/Future Meetings

Board Comments/Questions:

- *None*

Public Comment:

- *None*
- *No Action Taken*

VII. INFORMATION/DISCUSSION

A. Director of Technology Services Goals

Board Questions/Comments:

- *FR: Support a tracking system, website needs update*
- *JP: Welcome*
- *CS: Is there some sort of long term system that withstands staff changes? (Need to put standard operating procedures in place that are followed by all)*
- *CS: Would like update next year.*
- *CD: Implementation timeline? (Incorporated in Tech Plan..follow that direction)*

Public Comment:

- *None*

Board Direction:

- *None*

B. Ed Tech Plan 2022-25

Board Questions/Comments:

- *CS: Appreciative of the plan. What is the plan for the flex classroom? (Creative spaces for projects that have access to tech and materials)*
- *CS: Confirm stakeholder contributions (wide representation, including non-employee parents)*
- *JP: Apple Vs Chrome? (Looking into change over based on like-for-like function and less expensive)*
- *JP: Flex class precludes bringing back art rooms*
- *FR: Great presentation and easy to read slides*

Public Comment:

- *Beth Shammas: Impressed with plan, should revise policy*
- *Erica Chavez: Is furniture coming from Tech Bond or Measure D? (Funding will be needed for "facility" type of improvements)*

Board Direction:

- *None*

C. Information on the Division of State Architect (DSA) approval of the High School Baseball bleachers and resolve DSA legacy project

Board Questions/Comments:

- *JP: Are there other architect design ideas to address ADA?*
- *CS: Board member personal liability? (Covered by liability insurance)*
- *CS: Is pool warranty matter similar? (No)*
- *FR: Cannot proceed with plans without DSA? (Correct)*

Public Comment:

- *Beth Shammas: 2009 there was a construction manager. Can we cancel portable announcer stand? Need to improve baseball field like stadium.*

Board Direction:

- *None*

D. Future Agenda Items

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.

- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of October 5, 2021)
- Added October 21, 2021: A Board member requested creating policy regarding virtual meetings, including site councils, parent/teacher conferences and other meetings
- Added November 18, 2021: A Board member requested a Board advocacy committee
- Added November 18, 2021: A Board member requested an update regarding Monterey Peninsula College collaboration
- ~~Added March 3, 2022: Information on the website for military families (Completed)~~
- Added March 3, 2022: A Board member requested a special meeting to discuss Cultural Proficiency professional development
- Added March 3, 2022: Discuss elementary school reconfiguration as it relates to issues of equity

- Added March 17, 2022: Board Self Evaluation
- Added March 17, 2022: Measure D Update

- Board Questions/Comments:
- Public Comment:
- Direction: _____

VIII. ADJOURNMENT

Next regular Board meeting: April 7, 2022

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Certificated Assignment Order #14

DATE: April 7, 2022

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

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Certificated Assignment Order #14

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Certificated Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 14
April 7, 2022**

Page 2 of 3

TEMPORARY HOURLY ASSIGNMENT:

Michelle Menczkowski, RDE, Afterschool Math Intervention teacher, 1 hour/day/4 days/week, paid per timesheet at the hourly instructional rate, effective March 23, 2022 through May 26, 2022 only (ESSER III funding)

ADDITIONAL HOURS:

Natasha Pignatelli, PGHS Science/Anatomy teacher, paid 2 hours of training to use the Anatomage Table for Anatomy instruction, paid per timesheet at the hourly instructional rate effective June 1, 2022 only

RESIGNATION:

Alix Foster, PGMS Science Teacher, resigns effective May 31, 2022 after 6 years of successful employment with the Pacific Grove Unified School District

RETIREMENT:

Vivian Bliss, PGHS Special Education teacher, retires effective June 1, 2022 after 25 years of successful employment with the Pacific Grove Unified School District

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Classified Assignment Order #14

DATE: April 7, 2022

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

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Classified Assignment Order #14

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the 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. 14
April 7, 2022

Page 2 of 2

NEW HIRE:

Kristin Quilty, District Payroll/Benefits Specialist, full time, 8 hrs./day, 12 month work calendar, Confidential Salary Schedule Step F, effective April 4, 2022 (replaces Marie Faile)

Ivy Tharpe, PGMS, Itinerant Paraprofessional, part time 6.5 hrs./day, 180 day work calendar, Range 37, Step D, effective March 21, 2022 (replaces Sabrina Andrade)

LEAVE REQUEST:

Norma Barakat, RDE Instructional Assistant requests to rescind her resignation to take an unpaid personal leave of absence effective March 18, 2022 through the end of the 2022-23 school year

RETIREMENT:

Bonnie Pieper, PGMS, Instructional Assistant (Special Education), retires effective June 1, 2022 after 17 years of successful employment with the Pacific Grove Unified School District

RESIGNATION:

Corrie Cameron, FGE, Paraeducator resigns effective April 22, 2022 after 4 years of successful employment with the Pacific Grove Unified School District

SUBSTITUTE:

Yvonne Folletta, sub paraeducator, rate change from Range 37, Step B to Range 37, Step F, effective February 1, 2022

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Acceptance of Donations

DATE: April 7, 2022

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

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

Samuel Huntington

Two telescopes (MS Science)

Pacific Grove High School

Carolyn Swanson

Holmes electric space heater

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Quarterly Report on Williams Uniform Complaints

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).

BACKGROUND:

Each quarter the district is required, per Ed. Code 35186(d) to “prepare and submit a report of summarized data on the nature and resolution of all uniform complaints to the district board and county superintendent.”

INFORMATION:

For the second quarter of the 2021-22 academic year, there were no incidents or complaints filed against any of the criteria: Therefore, it is acknowledged that

1. There are sufficient textbooks and instructional materials for each student to use in class;
2. School facilities are clean, safe and maintained in good repair;
3. There are no teacher vacancies or misassignments;
4. Parents, teachers and the public know how to obtain complaint forms.

FISCAL IMPACT:

None.

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and
- Integrity
- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Contract for Services with Ashley Beem and Beem Video

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Lito M. Garcia, Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the Contract for Services with Ashley Beem and Beem Video

BACKGROUND:

This is not a new service.

INFORMATION:

Ashley Beem Video will be recording the Pacific Grove High School productions of the musical Urinetown. The dates are April 13 – May 10, 2022. The filming is for archival and live streaming purposes. The rights for live streaming have already been obtained. The contract is for \$300.00. This covers all performances that will be filmed and/or live streamed.

FISCAL IMPACT:

No fiscal impact to the district. The \$300.00 for the contract will be paid out of the Wells Fargo Associated Student Body PG Musicals account.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT FULL NAME Beem Video and Photography

TAX I.D. NUMBER* _____ (Consultant to complete)

SITE/DEPARTMENT Pacific Grove High School/Musical

SUBMITTED BY Lito M. Garcia

SIGNATURE FROM BUDGET

CONTROL ADMINISTRATOR: _____

REQ (P.O.) NUMBER Click or tap here to enter text.

ACCOUNT CODE Wells Fargo Bank Associated Student Body account #8994873977/555

FUNDING SOURCE PG Musicals ASB Account #555

AGREEMENT TOTAL AMOUNT \$300.00

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District’s approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services (“Agreement”) is made as of April 7, 2022 between the Pacific Grove Unified School District (“District”) and Beem Video and Photography(“Consultant”) (together, “Parties”).

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, administrative matters or other specialized services, if those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall furnish to the District the following services herein by this reference (“Services” or “Work”): Consultant shall serve as a videographer. Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity. Services shall include but not be limited to: video recording and possibly live streaming of the musical

2. **Term.** Consultant shall commence providing services under this Agreement on April 13, 2022, and will diligently perform as required and complete performance by May 10, 2022.
3. **Compensation.** District agrees to pay \$300.00 to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$300.00 during the term of this Agreement. District shall pay Consultant according to the following terms and conditions:
 - 3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.
4. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.
5. **Independent Consultant.** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.
6. **Performance of Services.**
 - 6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant'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 for services to California school districts.
 - 6.2. **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
 - 6.3. **Licenses.** Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.
7. **Termination.**
 - 7.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.
 - 7.2. **Without Cause by Consultant.** Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

7.3.1. Material violation of this Agreement by the Consultant; or

7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District’s notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

- 8. **Fingerprinting.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement. (Applicable only if checked under Section 20, Submittal of Documents.)
- 9. **Compliance.** Consultant shall, at all times while providing the Services, comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies, and requirements, as well as all state executive orders and all public health orders regarding student health and safety, including but not limited to, policies and procedures related to social distancing, the use of personal protective equipment (“PPE”) such as face coverings and gloves, and the sanitization of facilities to help prevent the spread of COVID-19 and other contagious diseases.
- 10. **District’s Evaluation of Consultant.** The District may evaluate the Consultant’s performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.
- 11. **Limitation of District Liability.** Other than as provided in this Agreement, District’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 12. **Indemnity.** Consultant shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the “Claims”) directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Consultant, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees (collectively, the “Consultant Parties”) in the performance of or failure to perform Consultant’s or Consultant Parties’ obligations under this Agreement, including, but not limited to Consultant’s or Consultant Parties’ use of District sites, performance of the Services, breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Consultant or Consultant Parties under the California Fair Employment and Housing Act (“FEHA”).

- 13. **Confidentiality.** The Consultant and all Consultant’s agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 14. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

<u>District</u>	<u>Consultant</u>
Pacific Grove Unified School District	Name <u>Ashley Beem</u>
435 Hillcrest Avenue	Address: <u>836 2nd Street</u>
Pacific Grove, CA 93950	City/State/Zip: <u>Pacific Grove/CA/93950</u>
ATTENTION: Song Chin-Bendib,	Phone: <u>805-801-9054</u>
Assistant Superintendent/CBO	Email: <u>Ashleybeem@yahoo.com</u>

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 15. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 16. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.
- 17. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 18. **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.
- 19. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.
- 20. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 21. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

22. **Non-Assignability.** Consultant may not, without the written permission of the District, use other consultants within Consultant’s own firm, or outside experts to perform the services for the District.

23. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the following documents:

- Signed Agreement
- Fingerprinting/Criminal Background Investigation Certification
- W-9 Form
- TB Declaration
- SafeSchools Training – completed within 6 weeks (Certification of Completion document required)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Date: _____

Date: _____

Consultant Information (Consultant to complete):

Address: _____

Telephone: _____

E-Mail: _____

Type of Business Entity:

- Corporation, State
- Individual
- Partnership
- Limited Liability Company
- Sole Proprietorship
- Limited Partnership
- Other: _____

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

Contract for Services Criteria

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

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

District/Site Administrator

Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Contract for services with Justice Post at Pacific Grove Middle School

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Sean Roach, Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Justice Post to work as an accompanist with PGMS Music students during concert week May 2-7, 2022.

BACKGROUND:

Justice Post has provided excellent accompaniment services for PGMS and other educational bodies in the area for many years.

INFORMATION:

The Pacific Grove Middle School Choir will be performing a concert on May 4, 2022 followed by an adjudicated performance on May 7, 2022. It is imperative that the students have a reliable accompanist to support their vocal performance.

FISCAL IMPACT:

Services will be rendered on May 4- May 6, as needed, and on May 7, 2022, at the adjudicated performance. This is previously budgeted, not to exceed \$500, and will be paid from the Music Booster Donation Account.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT FULL NAME Justice Post

TAX I.D. NUMBER* XXX-XX-_____ ← *Consultant to complete*

SITE/DEPARTMENT Middle School- Choir

SUBMITTED BY (Site Administrator's Name) Sean Roach

SIGNATURE FROM BUDGET CONTROL ADMINISTRATOR: _____

REQ (P.O.) NUMBER _____

ACCOUNT CODE 01-9005-0-1110-1000-5800-00-005-1440-0720

FUNDING SOURCE Music Boosters Donation Account

AGREEMENT TOTAL AMOUNT \$ 500.00

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District's approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services ("Agreement") is made as of the 30 day of March, 2022, between the Pacific Grove Unified School District ("District") and Justice Post ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall furnish to the District the following services herein by this reference ("Services" or "Work"): Consultant shall serve as a services. Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity.
2. **Term.** Consultant shall commence providing services under this Agreement on May 3, 2022 and will diligently perform as required and complete performance by May 8, 2022
3. **Compensation.** District agrees to pay \$ 500 to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$ 500 during the term of this Agreement. District shall pay Consultant according to the following terms and conditions:

- 3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.
4. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.
5. **Independent Consultant.** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.
6. **Performance of Services.**
 - 6.1 **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant'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 for services to California school districts.
 - 6.2 **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
 - 6.3 **Licenses.** Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.
7. **Termination.**
 - 7.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.
 - 7.2. **Without Cause by Consultant.** Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.
 - 7.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 7.3.1. Material violation of this Agreement by the Consultant; or
 - 7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

8. **Fingerprinting.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement. (Applicable only if checked under Section 20, Submittal of Documents.)

- 9. **District’s Evaluation of Consultant.** The District may evaluate the Consultant’s performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.
- 10. **Limitation of District Liability.** Other than as provided in this Agreement, District’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 11. **Confidentiality.** The Consultant and all Consultant’s agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 12. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Pacific Grove Unified School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950
 ATTENTION: Song Chin Bendib,
 Assistant Superintendent/CBO

Consultant

Name Justice Post
 Address: 30 Mar Vista Drive
 City/State/Zip: Monterey, CA 93940
 Phone: 831-521-6310
 Email: justpostman@gmail.com

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 13. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 14. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.
- 15. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 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. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.
- 18. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 19. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

20. **Non-Assignability.** Consultant may not, without the written permission of the District, use other consultants within Consultant’s own firm, or outside experts to perform the services for the District.

21. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the following documents:

- Signed Agreement
- Fingerprinting/Criminal Background Investigation Certification
- W-9 Form
- TB Declaration
- SafeSchools Training – completed within 6 weeks (Certification of Completion document required)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

By: _____

By: _____

Name: **(Site Administrator Name)**

Name: Sean Roach

Title: **(Administrator Title)**

Date: PGMS Principal

Date: **March 30, 2022**

Consultant Information *(Consultant to complete):*

Address: _____

Telephone: _____

E-Mail: _____

Type of Business Entity:

- Corporation, State
- Individual
- Partnership
- Limited Liability Company
- Sole Proprietorship
- Limited Partnership
- Other: _____

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Contract for Service with MJ Communications, Inc

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Barbara Martinez, Principal PGAE

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for service with MJ Communications, Inc.

BACKGROUND:

PGUSD has worked with MJ Communications in the past to install technology in several schools in the district. The adult school has purchased technology that needs to be installed and requires the use of an outside contractor.

INFORMATION:

Due to the shortage of maintenance staff and to the nature and scope of work to be done that is outside of the PGUSD maintenance staff, it is recommended that MJ Communications, Inc. complete the following work at PGAE:

1. Remove Sharp TVs from wall at Classroom #1 and #2 replacing them with Touch TV (provided by customer).
2. Reprogram TV Pixie control to be able to communicate with the new Touch TV. Add one new USB Type A cable from a new USB type A jack to new Touch TV using existing wire mold. This quote includes two tilted TV brackets for the new Touch TVs, these TV brackets will be reinforced with a welded metal bracket to able to support the additional weight of the new Touch TV's.
3. Mount the two Sharp TV's into two Peerless TV Carts to be use at the Multipurpose Room.
4. Remove Touch TV from Classroom #7 and replace it with a TV which it will be mounted at a higher height
5. Install this same Touch TV to Classroom #3 with a welded TV bracket to support the additional weight. This includes a new USB type A cable which it will be run from the TV to a new USB Type A jack.
6. Reprogram existing Pixie TV control to be able to communicate to the Touch TV
7. This is a time-consuming project due to the weight of the Touch TV's, which it requires to have an additional tech onsite. Parts take from 7-10 business days.
8. This work includes the cost of two carts that large monitors will be mounted

FISCAL IMPACT:

\$9,302.65 to be paid from the Adult Education Fund, Fund 11. The amount has been included in the budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and MJ Communications Inc for services rendered as specified below.

1. Scope of Service:

To remove and relocate and mount existing large TV monitors and replace with new large smart TV's in several classrooms. Additionally, to mount two large TV monitors on carts in the Multi Purpose room.

2. Evaluation and/or expected outcome(s)

MJ Communications Inc. will remove Sharp TVs from wall at Classroom #1 and #2 replace them with Touch TV (provided by customer). They will reprogram TV Pixie control to be able to communicate with the new Touch TV. An additional USB Type A cable from a new USB type A jack to new Touch TV using existing wire mold will be added. This quote includes two tilted TV brackets for the new Touch TVs, these TV brackets will be reinforced with a welded metal bracket to able to support the additional weight of the new Touch TV's. Mount the two Sharp TV's into two Peerless TV Carts to be use at the Multipurpose Room. (TV carts specs attached to this email) This quote includes 2) Push TV carts, 2) tilted wall mounted brackets for new Touch TV's and TV bracket reinforcements. Remove Touch TV from Classroom #7 and replace it with a TV which it will be mounted at a higher height Install this same Touch TV to Classroom #3 with a welded TV bracket to support the additional weight. This includes a new USB type A cable which it will be run from the TV to a new USB Type A jack. Reprogram existing Pixie TV control to be able to communicate to the Touch TV This is a time-consuming project due to the weight of the Touch TV's, which it requires to have an additional tech onsite.

3. Length of the Contract:

Service is to be provided on the following date(s):
Service will be scheduled when contract is approved. Work should be completed within a week.

4. Financial Consideration:

Consultant to be paid at the rate of:
\$9,302.65 upon completion of work

School Funding Source: Fund 11
Account Code: 11-6391-0-4110-2700-5800-00-008-7200-0000

Consultant: MJ Communications

Address: P.O. Box 10023 Salinas, CA 93912 Phone: (831) 214-6960

Signed _____ Date Click or tap to enter a date.

Email Click or tap here to enter text.

District Employee Independent Consultant

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

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

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

Signed _____ Date _____
Director of Human Resources

Signed _____ Date _____
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Any person or organization for whom you are performing operations during the policy period when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER: U21AC124169-01

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
<p>Any person or organization, when you and such parties have agreed in writing in a contract or agreement pertaining to "your work" performed during the policy period. This additional insured coverage does not apply to "excluded residential construction". "Excluded residential construction" means:</p> <ul style="list-style-type: none"> a) the ground-up construction of any building whose units will be individually owned and titled; and, b) "your work" performed on the conversion of any building into a condominium or townhome. 	
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

POLICY NUMBER: U21AC124169-01

**COMMERCIAL GENERAL LIABILITY
HCS 040 06 10 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY AND BLANKET
WAIVER OF SUBROGATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**A. PRIMARY AND NON-CONTRIBUTORY TO
OTHER INSURANCE**

With respect to any person or organization that is an additional insured under this Coverage Part, the following is added to paragraph 4. of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If you have agreed in writing in a contract or agreement that this insurance is primary and non-contributory relative to an additional insured's own insurance, then this insurance is primary and we will not seek contribution from that other insurance. For the purpose of this endorsement, the additional insured's own insurance means insurance on which the additional insured is a Named Insured.

When this endorsement is attached to the policy it supersedes all other insurance conditions within.

B. WAIVER OF SUBROGATION – BLANKET

Under **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, The **Transfer Of Rights Of Recovery Against Others To Us Condition** is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of:

- a. Your ongoing operations; or
- b. "Your work" included in the "products-completed operations hazard".

However, this waiver applies only when you have agreed in writing to waive such rights of recovery in a contract or agreement, and only if the contract or agreement:

- a. Is in effect or becomes effective during the term of this policy; and
- b. Was executed prior to loss.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

With respect to all employees subject to the workers' compensation laws of the state of California, any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

This policy is subject to a minimum charge of \$250 for the issuance of waivers of subrogation

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective 03/10/2022 at 12:01 AM standard time, forms a part of
Policy No. EIG 4960734 00 Of the EMPLOYERS PREFERRED INS. CO.
Carrier Code 00920

Issued to MJ COMMUNICATIONS INC

Endorsement No.

Premium

Countersigned at _____ on _____ By: K. Antunez
Authorized Representative

PR560M



Mounting Pattern
200 x 200 up to
800 x 500mm



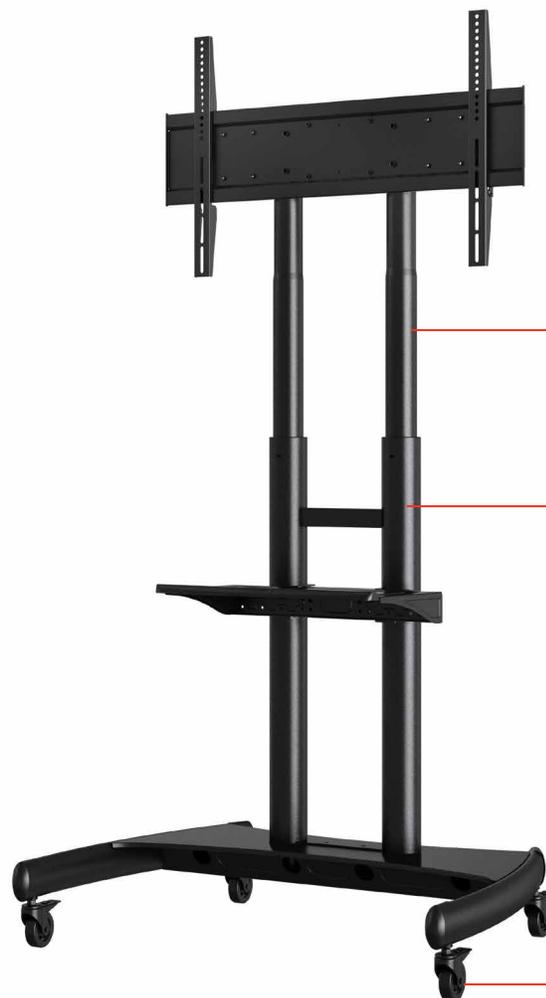
Max Load
154lb (70kg) Display
22lb (10kg) Shelf

PARAMOUNT™ Flat Panel Cart

FOR 55" TO 86" DISPLAYS

The Peerless-AV® Paramount™ Flat Panel Cart provides a sleek mobile solution for 55" to 86" displays. Complete with two heavy duty poles to display the screen center at a maximum height of 64.9" (1650mm). The unique and convenient display height adjustment feature is complimented by spring plungers, which allow the display to be vertically positioned with ease. Complete with cable management and four heavy duty casters. The PR560M also comes with a spacious metal shelf for audio visual components.

- Universal mount fits displays with mounting patterns from 200 x 200mm up to 800 x 500mm
- 20" (506mm) W x 13" (333mm) D steel component shelf holds up to 22lb (10kg) and can be positioned along the lower columns
- Smooth black powder coat finish helps to hide finger prints and dust
- The shape of the base allows multiple carts to be nested to reduce the amount of storage space needed
- Heavy duty vertical tubes use thicker steel than comparable mobile carts
- Fully assembled, welded base provides superior strength



VERTICAL ADJUSTMENT
Display can be positioned 45"-65" (1150-1650mm) from the floor in 50mm increments

INTERNAL CABLE MANAGEMENT
Cabling is easily routed through openings at the top and bottom of the tubing. Entry/Exit points are protected with rubber grommets

SAFE AND EASY MANEUVERABILITY
3" (76mm) swivel casters with locking brakes



PR560M	Paramount™ Flat Panel Cart for 55" to 86" Displays
---------------	--

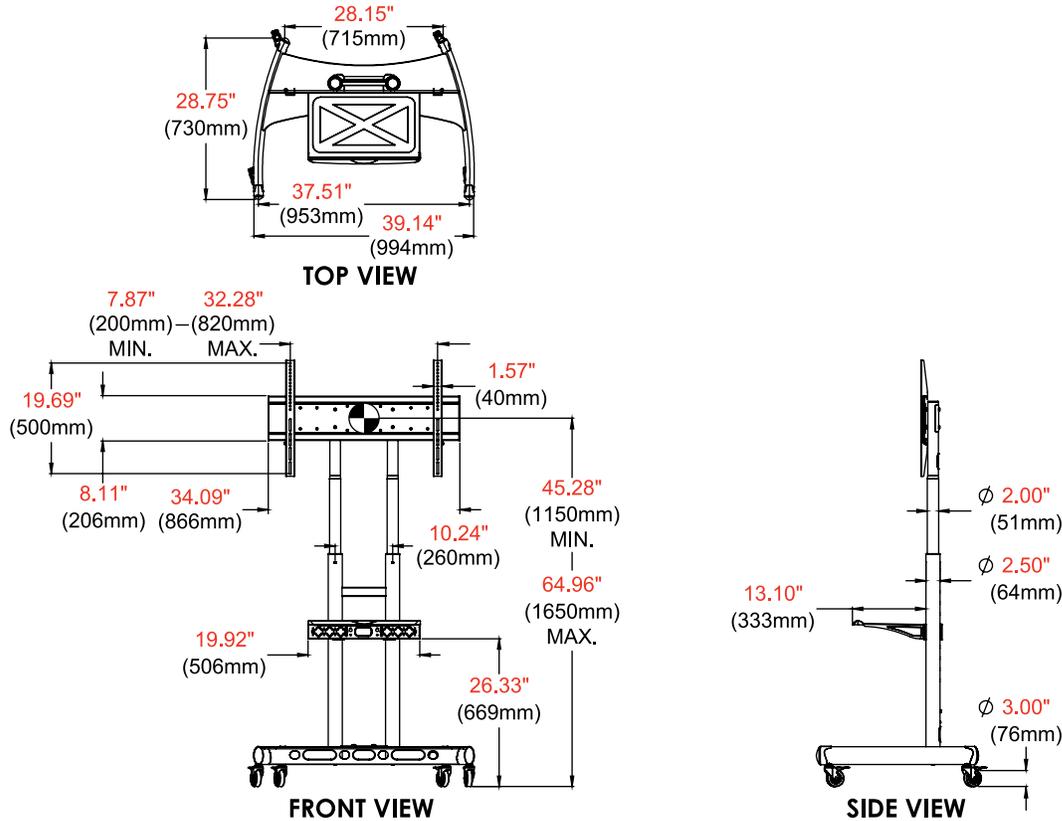
Product Specifications

	DIMENSIONS (W X H X D)	PRODUCT WEIGHT	LOAD CAPACITY	FINISH	AVAILABLE COLORS
PR560M	39.14" x 74.40" x 28.75" (994 x 1890 x 730mm)	70lb (32kg)	154lb (70kg) Display 22lb (10kg) Shelf	Powder Coat	Black

Package Specifications

	PACKAGE SIZE (W x H x D)	PACKAGE SHIP WEIGHT	PACKAGE UPC CODE	PACKAGE CONTENTS	UNITS IN PACKAGE
PR560M	41.90" x 6.40" x 31.90" (1065 x 165 x 812mm)	80.3lb (36.5kg)	735029340041	Flat Panel Cart, Component Shelf, Hardware & Instructions	1

All dimensions = inch (mm)



Architect Specifications

The Paramount™ Flat Panel Cart shall be a Peerless-AV model PR560M and shall be located where indicated on the plans. Assembly and installation shall be done according to instructions provided by the manufacturer.

Visit peerless-av.com to see the complete line of AV solutions from Peerless-AV, including outdoor displays, kiosks, display mounts, projector mounts, carts/stands, and a full assortment of accessories.
Pacific Grove USD

Peerless-AV
2300 White Oak Circle
Aurora, IL 60502 USA
(800) 865-2112
(630) 375-5100
Fax: (800) 359-6500

Peerless-AV EMEA
Unit 3 Watford Interchange
Colonial Way, Watford
Herts, WD24 4WP
United Kingdom
+44 (0) 1923 200100
Fax: +44 (0) 1923 200101

Peerless-AV Latin America
Av. de las Industrias 413
Parque Industrial Escobedo
General Escobedo, N.L.,
México, 66062
+52 (81) 8384-8300
Fax: +52 (81) 8384-8360



Regular Meeting of April 7, 2022

Quote

DATE

March 12, 2022

MJ Communications, Inc.

P. O. Box 10023
Salinas, CA 93912

License: 1063397
(831) 214-6960

jorgegarciamjc@gmail.com

Att: Louis Algaze

**Project: Pacific Grove Adult School
1025 Lighthouse Ave,
Pacific Grove, CA 9950**

Scope of wok:

Classroom #1 -Classroom #2-Multipurpose

Remove Sharp TVs from wall at Classroom #1 and #2 replacing them with Touch TV (provided by customer). Reprogram TV Pixie control to be able to communicate with the new Touch TV. Add one new USB Type A cable from a new USB type A jack to new Touch TV using existing wiremold. This quote includes two tilted TV brackets for the new Touch TVs, these TV brackets will be reinforced with a welded metal bracket to able to support the additional weight of the new Touch TV's

. Mount the two Sharp TV's into two Peerless TV Carts to be use at the Multipurpose Room. (TV carts specs attached to this email)

This quote includes 2) Push TV carts, 2) tilted wall mounted brackets for new Touch TV's and TV bracket reinforcements.

Note:

This is a time consuming project due to the weight of the Touch TV's, which it requires to have an additional tech onsite. Parts take from 7-10 business days.

Cost:

Material, tax and labor for the sum of **\$6,774.43**

Approval by:

_____ Name

_____ Date

Quote

DATE

March 12, 2022

MJ Communications, Inc.

P. O. Box 10023
Salinas, CA 93912

License: 1063397
(831) 214-6960

jorgegarciamjc@gmail.com

Att: Louis Algaze

**Project: Pacific Grove Adult School
1025 Lighthouse Ave,
Pacific Grove, CA 9950**

Scope of work (Classroom #3 and #7):

Remove Touch TV from Classroom #7 and replace it with a TV which it will be mounted at a higher height

Install this same Touch TV to Classroom #3 with a welded TV bracket to support the additional weight. This includes a new USB type A cable which it will be run from the TV to a new USB Type A jack. Reprogram existing Pixie TV control to be able to communicate to the Touch TV

Note:

This is a time consuming project due to the weight of the Touch TV's, which it requires to have an additional tech onsite. Parts take from 7-10 business days.

Cost:

Material, tax and labor for the sum of **\$2,528.22**

Approval by: _____
Name

Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Approval of the Updated 2022-2025 Educational Technology Plan

DATE: April 7.2022

PERSON(S) RESPONSIBLE: Matthew Binder - Director of Educational Technology,
Louis Algaze -Director of Technology Systems

RECOMMENDATION:

The District Administration recommends the Board approve the district’s revised and updated Educational Technology Plan for 2022-2025.

BACKGROUND:

In 2014, the voters of Pacific Grove approved Measure A - Educational Technology Bond for PGUSD. To date, Measure A funds have been used to significantly improve the district’s technology infrastructure and expand access to digital tools to support teaching and learning across the district. This revised 3-year strategic Ed Tech Plan (2022-25) continues much of the work completed under the previous version (2016-19) of the tech plan while focusing more closely on the current technology integration, management, and training needs of the district. The revised Ed Tech Plan (2022-25) was presented to the Board in a public meeting held on March 22, 2022.

INFORMATION:

Technology is a critical tool for preparing students to succeed and thrive in the modern world. The updated 3-year strategic Ed Tech plan represents a shared and balanced vision for the integration of technology in the Pacific Grove Unified School District (PGUSD). The plan is comprised of three focus areas of implementation:

- 1) Digital Learning and Literacy
- 2) Technology Management
- 3) Services and Support

Each focus area consists of an overarching goal directly linked to a series of objectives which are met through a set of specific action steps/services. In addition to the implementation details, the plan also contains updated technology procurement protocols and guidelines that reaffirm the district’s commitment to providing equitable and transparent methods and protocols for managing technology in PGUSD. Although the intent is to implement the actions/serviced outlined in the plan with the utmost compliance to what has been written, the plan itself shall be considered a “living document”, subject to adjustments and/or modifications based on district’s future needs, conditions, and circumstances.

FISCAL IMPACT:

Cost estimates and funding sources are outlined in the plan - primarily Measure A/Ed Tech Bond - for the key outcomes and signature projects. These cost projections are likely to adjust over time.



Pacific Grove Unified School District

Educational Technology Plan (DRAFT)

Plan Duration: 2022-2025

Committee Review Session Date(s): *Jan, Feb, 2022*

Public Presentation Date: *March 17, 2022*

Board Approval Date:

Matthew Binder, Director of Educational Technology

Louis Algaze, Director of Technology Systems

Andrew Bradley, Digital Learning Teacher

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[Technology Planning Structure](#)

[Current Technology Challenges](#)

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[2: Technology Management](#)

[3: Services and Support](#)

[Conclusion](#)

[References](#)

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Executive Summary

Technology is a critical tool for preparing students to succeed and thrive in the modern world. This 3-year strategic Ed Tech plan represents a shared and balanced vision for the integration of technology in the Pacific Grove Unified School District (PGUSD). The plan is comprised of three focus areas of implementation. Each focus area consists of an overarching goal directly linked to a set of objectives which are met through a series of specific action steps and services:

1. Digital Learning and Literacy

- Create new “Flexible Learning Labs” to support project-based learning
- Increase access to current and emerging digital tools
- Expand digital citizenship and online safety programming for students and parents

2. Technology Management

- Improve hardware inventory controls, asset management, and cybersecurity protocols
- Upgrade the district’s security camera system
- Update and align classroom technology installations at each grade level

3. Services and Support:

- Refine Tech Helpdesk and IT Ticketing system
- Expand classroom technology training and support for end-users
- Streamline web content and digital communication methods

In 2014, the voters of Pacific Grove approved Measure A - the Educational Technology Bond for PGUSD. To date, Measure A funds have been used to significantly improve the district’s technology infrastructure and expand access to digital tools to support teaching and learning across the district. This revised 3-year strategic Ed Tech plan (2022-25) continues much of the work completed under the previous version of the tech plan (2016-19) while focusing more closely on the current technology integration, management, and training needs of the district.

Purpose of This Plan

Over the next three years, the goals, outcomes and action steps outlined in this plan will serve to guide the procurement and management of the district's Ed-Tech Bond/Measure A purchased technology. This plan provides a balanced approach to the deployment, implementation, management, and support of the use of technology in PGUSD. Additionally, this plan aligns with the district's Local Control and Accountability Plan (LCAP) and further defines the role of technology in advancing the district's strategic goals and broader mission.

Areas of implementation:

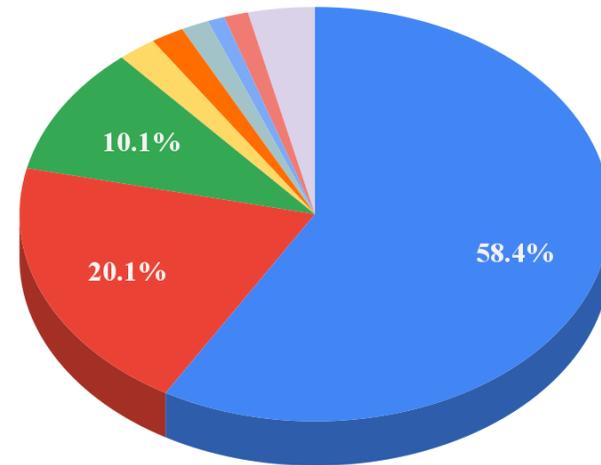
- 1. Digital Learning and Literacy:** Facilitate effective educational technology integrations to promote advances in both teaching and learning.
- 2. Technology Management:** Standardize, align, and optimize procurement, inventory, security, and lifecycle management of hardware and software.
- 3. Services and Support:** Ensure equitable access, training, and responsive tech support to end users throughout PGUSD.

Student Demographics (2021-22)

Total Enrollment: 1,841 (as of 2/28/22)

White	58.43%
Hispanic/Latino	20.13%
Asian	10.08%
African American	2.11%
Filipino	1.82%
Unknown	1.52%
American Indian/Alaskan Native	0.94%
Native Hawaiian/Pacific Islander	1.32%
Two or More Races	3.65%
Total	100%

- **White**
- **Hispanic/Latino**
- **Asian**
- **African American**
- **Filipino**
- **Unknown**
- **American Indian/Alaskan Native**
- **Native Hawaiian/Pacific Islander**
- **Two or More Races**



District Technology Planning Structure

PGUSD Tech Committee

The district’s technology committee convenes on a monthly basis during the school year. The committee’s core functions are to guide and oversee technology procurement as well as identify and implement procedures and protocols for better integrating and managing the use of technology in PGUSD. More specifically, the technology committee serves to:

1. Provide input, guidance, and recommendations on technology projects and initiatives outlined in the district’s Ed-Tech Plan.
2. Evaluate and prioritize Measure-A technology purchase proposals and ensure that purchases are aligned with provisions contained in the district’s Ed-Tech Bond/Measure-A.
3. Distribute communications and updates to the broader school community on current technology projects, initiatives, identified challenges, and solutions.

The committee is composed of school site and district level personnel including teachers, classified staff, administrators, and parents. Committee meetings are open to the school community as a whole.

2021-22 PGUSD Technology Committee

<ul style="list-style-type: none"> ● Raymond DeVost, Interim Technology Systems Director/IT Tech (PGHS) ● Louis Algaze, Director of Technology Systems ● Jessica Grogan, English Teach/Tech Ninja (PGHS) ● Sean Keller, Principal (Robert Down) ● Steve Ibrahim, 3rd Grade Teacher/Tech Ninja (Robert Down) ● Sean Roach, Principal (PGMS) ● Buck Roggeman, Principal (Forest Grove) ● Matthew Binder, Director of Educational Technology ● Brice Gamble, History Teacher/Tech Ninja (PGMS) ● Christopher McNary (Non-PGUSD Employee Parent) ● Leslie Ternullo, Administrative Specialist, Curriculum & Instruction 	<ul style="list-style-type: none"> ● Andrew Bradley, Digital Learning Teacher ● Ivy Kong, Math Teacher (PGMS) ● Jason Tovani, Assistant Principal (PGMS) ● Maryn Sanchez, 5th Grade Teacher/Tech Ninja (Forest Grove) ● Manuel Villagomez, IT Tech (Robert Down) ● Carey Parker, IT Tech (Forest Grove) ● Grayson Fong, IT Tech (PGMS) ● Ani Silva, Director of Curriculum, Special Projects ● Christine Sosa Loomis (Non-PGUSD Employee Parent) ● Richard Smith (Non-PGUSD Employee Parent) ● Sara Bikett, Administrative Specialist for Student Services
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PGTech

The district's core tech team - **PGTech** - is comprised of district and site technology staff: technology directors, site IT techs, and the digital teacher. The team meets on a bi-monthly basis to identify and address current challenges, share best practices, and collaborate on improving tech management processes and workflows. Each member of PGTech serves on the district's technology committee and provides critical perspective and site level leadership in all aspects of technology integration.

Current Technology Challenges

In Fall 2021, PGTech conducted a site-by-site technology needs assessment. The following areas were identified as the top 4 priorities:

- 1. Inventory/hardware lifecycle management**
- 2. Classroom technology hardware updating, standardization, and alignment**
- 3. Cybersecurity/threat detection and prevention**
- 4. Professional Development (PD), Communication, Training, and tech support**

The overarching goals, outcomes, supporting actions, and signature projects outlined in this plan directly address these four challenges.

1: Digital Learning and Literacy

Rationale

Learning in the modern age, in either the face-to-face/classroom setting or in a remote/virtual format, is highly dependent on technology. Students at each grade level are expected to use technology frequently to create original work, communicate and collaborate with peers, solve complex problems, and demonstrate their academic knowledge, skills, and abilities. Deeper learning is

achieved when instruction is intentionally designed around clear learning targets, employs sound teaching strategies and pedagogy, and integrates effective technology tools in an intentional and targeted manner. Assessment results, analytics, and other measures provide educators with timely evidence of student progress and are frequently used to inform instructional and programmatic decisions at the classroom, site, and district levels.

The [International Society for Technology In Education \(ISTE\) Standards](#) serve to better guide educators towards balanced and effective integration of technology. These standards provide the basis for differentiating instruction in order to create personalized, highly engaging learning experiences for all students. The ISTE Standards also provide meaningful direction to educators in their planning and intentional use of technology for the purposes of increasing student engagement and creating impactful learning opportunities for students in today’s classrooms.

The Seven Domains of the ISTE Standards for Student Use of Technology

1. **Empowered Learners:** Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.
2. **Digital Citizen:** Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
3. **Knowledge Constructor:** Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.
4. **Innovative Designers:** Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
5. **Computational Thinker:** Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
6. **Creative Communicator:** Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
7. **Global Collaborator:** Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

1: Goal

Students use a variety of digital tools to communicate, collaborate, solve complex problems, create original works, and achieve project outcomes as evidence of their learning.

1: Implementation

Outcome	Starting Year	Actions/Services	Person(s) Responsible	Anticipated Cost and Funding Source	Evaluation /Metrics
<p>1a. Flex Learning Labs replace existing computer labs at Forest Grove, Robert Down, and PGMS. Each flex lab is outfitted with the following design attributes and technology installations:</p> <ul style="list-style-type: none"> ● Flexible/mobile/lightweight student furniture (desks, chairs) ● Wall or mobile stand-mounted HD flat panel displays ● 86" interactive touch display panel (main presentation surface) ● Hi-definition auto-tracking/PTZ (pan-tilt-zoom) web camera and wireless microphones ● Integrated omni directional classroom audio system ● Wireless presentation/screencasting/mirroring hardware ● 1:1 Chromebooks (for grades 2-5) and 1:1 Chrome tablets (for grades K-1) ● Device Charging Cabinet/Station ● Headphones, mice, and other required peripherals 	<p>2023</p>	<ol style="list-style-type: none"> 1. Initiate committee level planning to formulate the design specifications and draft budget for each designated Flex Learning Lab. 2. Present plans to school staff at a regularly scheduled staff meeting. 3. Provide progress reports to the school community at regularly scheduled public meetings. 4. Reserve Measure A (Ed-Tech Bond) and Measure D (Facilities Bond) funds needed to reach stated outcome (1a). 	<p>Ed Tech Director Tech Systems Director Digital Teacher IT Techs</p>	<p><i>Forest Grove Flex Lab Conversion:</i> \$45,000 Total</p> <ul style="list-style-type: none"> ○ \$25,000 (Measure A), ○ \$10,000 (Measure D) ○ \$20,000 (General) <p><i>Robert Down Flex Lab Conversion:</i> \$55,000 Total</p> <ul style="list-style-type: none"> ○ \$20,000 (Measure A), ○ \$10,000 (Measure D) ○ \$15,000 (General) <p><i>PGMS Conversion:</i> \$45,000 Total</p> <ul style="list-style-type: none"> ○ \$25,000 (Measure A), ○ \$10,000 (Measure D) ○ \$20,000 (General) 	<p>Work order completion records, project status reports and other communications to the school community</p>

<p>1b. 1:1 Google Chrome Tablets are deployed in Grades K-1, replacing iPads as the standard 1:1 student device at the primary grade level. Students with special needs are supported with the appropriate device(s) and apps as indicated in the individual education plan (IEP).</p>	<p>2024</p>	<p>1. Engage K-1 teachers in discussions around the use of Chrome Tablets as a replacement of the iPad as the standard issued student device.</p> <p>2. Research and evaluate various models of available Chrome tablets to determine the most appropriate option. Share findings and collect feedback from K-1 teachers. <i>Chrome tablets must offer teachers and students like-for-like functionality and educational value as existing iPads in order to move forward with this implementation.</i></p> <p>3. Procure necessary hardware and accessories: Chrome tablets, charging/storage cabinets, carts, covers/cases, product warranties, power supplies, and other required equipment as needed to complete the implementation.</p> <p>4. Receive, inventory, and install tablets to classrooms.</p> <p>5. Provide ongoing training/PD to K-1 teachers on the use of Chrome OS, Apps, and classroom level device management.</p>	<p>Tech Directors</p> <p>IT Techs</p> <p>K-1 Teachers</p> <p>Digital Teacher</p>	<p>\$110,000 (Measure A)</p>	<p>Purchase and inventory records, training logs, and analytics (Google Admin Console)</p>
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<p>1c. Students in Grades K-1 use technology throughout the year to demonstrate their comprehension of subject matter - creating and sharing original works. Examples of tech-enhanced K-1 student learning outcomes/projects include:</p> <ul style="list-style-type: none"> • Create voice/audio narrated digital storybooks or autobiographies • Design digital photo albums with simple captions • Develop “ePal” storyboards in collaboration with their grade level peers. • Contribute to a class blog. 	<p>2023</p>	<ol style="list-style-type: none"> 1. Equip classrooms with grade-level appropriate technology as needed - including student devices, and software applications (see Outcome 2d). 2. Create a schedule for using the Flexible Learning Lab as a space to facilitate student project-based learning. 3. Create rubrics and assessments to measure student learning. 	<p>Grade K-1 Teachers Elementary Principals Digital Teacher Elementary IT Techs</p>	<p>N/A</p>	<p>Lesson artifacts, student products, project and assessments scoring records</p>
<p>1d. Students in Grades 2-5 create collaborative web-based research projects that integrate digital content and interactive multimedia elements to demonstrate creativity and communicate depth of knowledge and comprehension of subject matter.</p>	<p>2022</p>	<ol style="list-style-type: none"> 1. Equip classrooms with grade-level appropriate technology as needed - including student devices, and software applications (see Outcome 2d). 2. Create and maintain a regular schedule for the Flexible Learning Lab as a space to facilitate student project-based learning. 3. Create rubrics and assessments to measure student learning. 	<p>Grade 2-5 Teachers Elementary Principals Digital Teacher Elementary IT Techs</p>	<p>N/A</p>	<p>Lesson artifacts, student products, project and assessments scoring records</p>

<p>Ie. Students in Grades 3-12 build and manage digital portfolios using Google Suite - Apps/Drive and use other digital tools to produce an evidentiary digital record of learning in PGUSD.</p>	<p>2022</p>	<p>1. Provide training and follow-up support to teachers and other staff on the use of Google Apps, digital curriculum programs, Synergy TeacherVUE/SIS, and online assessment tools (e.g. Synergy Assessment, NWEA, etc.).</p> <p>2. Equip classrooms with grade-level appropriate technology as needed - in addition to 1:1 student devices, and software applications. (see Outcome 2d).</p>	<p>Grade 3-12 Teachers</p> <p>Site Administrators</p> <p>Digital Teacher</p> <p>IT Techs</p> <p>Teacher Tech Leads</p>	<p>N/A</p>	<p>Lesson artifacts, student products, project and assessments scoring records</p>
<p>If. Students in grades 3-12 use technology to research, collect and analyze data, create solutions to an identified problem, and communicate their knowledge and understanding of subject matter to an audience beyond the classroom.</p>	<p>2022</p>	<p>1. Design content area lessons, assessments, and evaluation tools/rubrics in alignment with the ISTE Standards.</p> <p>2. Provide training/support to teachers on classroom technology, blended lesson design methods, ISTE standards alignment, and assessment strategies.</p>	<p>Grade 3-12 Teachers</p> <p>Site Administrators</p> <p>Digital Teacher</p> <p>Teacher Tech Leads</p>	<p>N/A</p>	<p>Lesson artifacts, student products, project scoring records, rubrics.</p>
<p>Ig. Students in Grades 3-12 engage in digital/online learning communities (e.g. wikis, podcasts, blogs, discussion forums) to share their content knowledge and understanding of subject matter with their peers.</p>	<p>2022</p>	<p>1. Ensure classrooms are equipped with grade-level appropriate technology, student devices, and relevant software applications. (see Outcome 2d).</p> <p>2. Provide training/support to teachers on classroom technology, blended lesson</p>	<p>Grades 3-12 Teachers</p> <p>Principals</p> <p>Digital Teacher</p> <p>Teacher Tech Leads</p>	<p>N/A</p>	<p>Lesson artifacts, student products, project scoring records, rubrics.</p>

		design and assessment strategies.			
1h. Students in grades 4, 5, 7, and 9 participate in an integrated digital citizenship/tech safety program to improve awareness and to learn to better engage with online communities in a safe, positive, and responsible manner.	2023	<p>1. Research, evaluate/pilot, and purchase a comprehensive digital safety/citizenship program for student use in target grade levels in PGUSD.</p> <p>2. Schedule and deliver “mini monthly-PD” events for teachers/staff that focus on grade-level specific digital citizenship/safety topics.</p> <p>3. Students sign a Digital Safety Agreement indicating their commitment to maintaining a respectful and safe online presence.</p>	<p>Ed Tech Director</p> <p>Site Administrators</p> <p>Digital Teacher</p>	\$4,000/year (Measure A)	Student survey data, feedback forms, incident reports, analytics
1i. Teachers frequently model responsible and ethical use of technology - providing opportunities for students to interact with their peers online in a safe and positive manner.	2022	<p>1. Deliver digital safety themes, activities, resources, and updates to teachers and staff on a monthly basis during the school year.</p> <p>2. Provide periodic updates to staff on relevant digital safety best practices and student data privacy protection laws and policies such as aspects of CIPA and COPPA</p>	<p>Ed Tech Director</p> <p>Teachers</p> <p>Site Administrators</p> <p>Digital Teacher</p>	N/A	
1j. Two (2) Parent Ed Tech Nights are scheduled each year to provide practical strategies, information, and resources on technology tools and safety/digital citizenship topics.	2022	1. Procure and organize training materials, content, and resources used during Parent Tech Nights (literature/handouts, program modules, videos, etc.).	<p>Ed Tech Director</p> <p>Digital Teacher</p>	\$4,000/year (Measure A)	Post event surveys, participation records, feedback forms.

		<p>2. Collaborate with school administration on planning and scheduling events.</p> <p>3. Distribute event promotional materials through newsletters, social media post, and other engagement avenues to promote Parent Tech Night events.</p>			
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2: Technology Management

Rationale

As the district’s dependency on technology grows, so does the challenge of managing the entirety of the organization’s technology infrastructure. This includes the increased number of connected devices and an expanding collection of online platforms, digital programs, and applications used by teachers, students, and staff. More accurate tracking and managing of connected devices and programs is crucial to supporting the day-to-day operations of the school district. In addition, as cybersecurity threats continue to rise, appropriate safeguards must be deployed to better manage and protect data and technology assets throughout the district.

2: Goal

Reform technology inventory, lifecycle, and cybersecurity protocols to increase access, improve cost savings and reduce vulnerabilities.

2: Implementation

Outcomes	Starting Year	Actions/Services	Person(s) Responsible	Anticipated Cost and Source	Evaluation /Metrics
<p>2a. An updated hardware and device inventory management procedure/protocol is developed to include the use of an inventory management platform with common protocols to better track and manage district technology assets.</p>	<p>2023</p>	<ol style="list-style-type: none"> 1. Identify, compare, evaluate, and purchase dedicated technology asset management/inventory system. 2. Provide training for Site IT Techs on the use of inventory management system and workflow. 	<p>Director of Tech Systems IT Techs</p>	<p>\$5,000/year (Measure A)</p>	<p>System documentation, usage reports, analytics</p>
<p>2b. Enhanced security layers and protocols are developed and implemented to improve integrity and security of district technology assets, elevate campus safety, optimize web filtering and threat detection, and ensure greater protection of data.</p>	<p>2022</p>	<ol style="list-style-type: none"> 1. Develop procedures for conducting regular network performance assessments and analytics to identify and resolve inconsistent network activity and wifi connectivity discrepancies. 2. Engage MCOE in identifying current vulnerabilities. 3. Evaluate, identify, and purchase an appropriate web security system. 4. Provide on-going updates and direction to the school personnel on current risks levels and threat mitigation strategies. 5. Revise/update password reset/refresh policy for all PGUSD staff requiring updating passwords 	<p>Director of Tech Systems IT Techs</p>	<p>\$4,500/year (Measure A)</p>	<p>Network activity logs, analytics, and usage reports</p>

		every 6 months as required by state auditors.			
<p>2c. Replace or upgrade security camera system with a cloud-based/managed solution to achieve increased coverage, improved resolution, reliability, and performance.</p>	2023	<ol style="list-style-type: none"> 1. Engage site administrators to determine critical needs, performance expectations, and desirable functionalities. 2. Evaluate project proposals relative to costs and timelines. 3. Develop and publish RFP as needed. 4. Revise Long Term Measure-A Budget Development projections to include security camera replacement project costs and payment schedule. 5. Establish project implementation timelines, procedures, and tasks. 6. Schedule training for all admin. 	<p>Tech Systems Director</p> <p>Site Admin</p> <p>Director of Facilities</p> <p>Assistant Superintendent</p>	\$150,000 (Measure A)	<p>Planning documentation, Purchase records, training records.</p>
<p>2d. A standard classroom technology configuration is achieved for all K-12 core classrooms (See <i>Modern Classroom Technology Upgrades and Configurations</i> below).</p>	2023	<ol style="list-style-type: none"> 1. Examine and inventory existing core classroom technology at each site and establish an updated database of technology inventory. 2. Conduct needs analysis and identify shortages of classroom technology against the standard configuration model. 3. Collect input from grade level teams and tech lead teachers on project timelines, design considerations, and technology preferences. 	<p>Tech Directors</p> <p>Facilities Director</p> <p>Site IT Techs</p> <p>Site Admin</p>	\$7,000 per Classroom (Measure A)	<p>Planning documentation, purchase, inventory, and installation records, updated inventory database</p>

		<p>4. Develop cost projections and long term budgets aligned with available Measure A/Ed-Tech Bond funds.</p> <p>5. Procure hardware and engage Facilities/Transportation Dept. to coordinate phased installation timelines.</p> <p>6. Provide appropriate training and ongoing support focused on best practices/strategies around the use of updated classroom technology for teachers, support staff.</p>			
<p>2e. Assistive/adaptive technologies are implemented where needed to improve instruction, access to content, and learning for students with disabilities.</p>	2022	<p>1. Conduct needs assessment for assistive and adaptive technology and identify appropriate solutions and implementation constraints..</p> <p>2. Engage vendors to evaluate and compare available assistive technologies, associated costs, and best practices for integration in classrooms where needed.</p> <p>3. Evaluate and purchase appropriate assistive and adaptive technology.</p> <p>4. Provide appropriate training and support focused on best practices of classroom assistive and adaptive technology integration and management.</p>	<p>Student Services Director</p> <p>Ed Tech Director</p>	(N/A: Varies based on need)	<p>Reports and product documentation, purchase records, teacher/student, parent feedback reports</p>
<p>2f. A “Device as a Service” (DaaS) model of technology acquisition and refresh/replacement cycle is</p>		<p>1. Engage various DaaS vendors (e.g. SHI, 2ndGear, ITPro, etc.) and compare available options and costs.</p>	<p>Tech Systems Director</p> <p>Site IT Techs</p>	TBD (Measure A)	<p>Planning documentation, pricing literature, assessment</p>

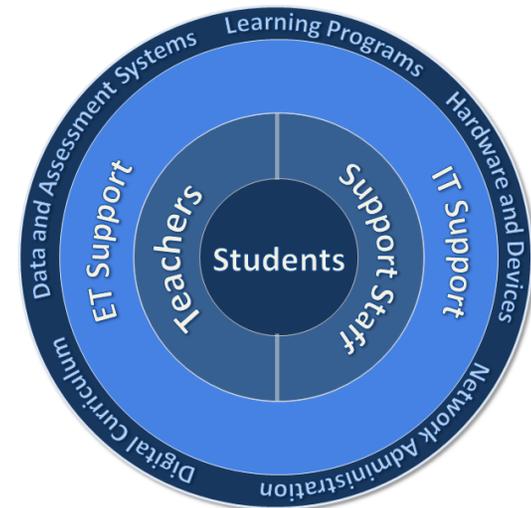
<p>adopted for improved cost savings and more efficient hardware management.</p>	<p>2024</p>	<p>2. Conduct a ROI (return on investment) analysis and budget projection assessment to identify advantages of DaaS compared to conventional technology purchasing model.</p> <p>3. Present findings and Technology Committee’s endorsement to the PGUSD Board to secure implementation approval.</p>	<p>Technology Committee</p> <p>Assistant Superintendent</p>		<p>reports, vendor quotes, inventory, and installation records</p>
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3: Services and Support

Rationale

As an essential tool to simplify, streamline, and improve job-performance outcomes, technology must remain accessible, functional, and reliable. When technology fails it needs to be repaired or replaced promptly. Without swift and responsive tech support, instruction and student learning can be negatively impacted. Staff must be supported with ongoing training/professional learning opportunities on current and emerging technologies that promote student success in the classroom and improve end user proficiency. The “wrap-around”, responsive technology support system contained in this plan will ensure that users have the appropriate tools and training needed to be successful.

To this end, PGTech - the district’s core tech team, consists of two complementary areas of specialization - *Educational Technology* (ET) and *Information Technology* (IT). Providing essential system administrative support, expertise, and training for school and district office staff as well as promoting best practices in the use of instructional technology at the school and classroom level, the “ET” side of the department also provides training and support to teachers on the use of classroom hardware, Google Apps, digital curriculum, and other online instructional platforms and tools with the aim of achieving higher success of student engagement and learning. “Teacher Tech Leads” - teachers who themselves have expertise in various educational technologies - serve



as ET leaders at their respective sites. The Director of Educational Technology, with assistance from the district’s Digital Learning Teacher, oversees classroom technology integration, digital curriculum access, online assessment administration, and student data management for the district.

IT support is delivered primarily by the site IT Techs whose duties are determined in large part by the day-to-day needs at their individual sites. As an essential member of their school staff, the site IT Tech oversees all aspects of end user technology service and support on their campus. The longer range IT management and support priorities, which include infrastructure, hardware inventory/lifecycle management, network administration, and cybersecurity, are determined by the Director of Technology Systems. Both ET and IT personnel work in close collaboration to ensure that all end-user needs, within or outside of the classroom, are met in a timely and thorough manner. The table below indicates general specialized areas of support that each provides.

IT - Information Technology (Overseen by the Director of Technology Systems)	ET - Educational Technology (Overseen by the Director of Educational Technology)
Focus: Tech/IT systems administration, network infrastructure and monitoring, cybersecurity, hardware and software management	Focus: Instructional technology integration, blended learning, digital safety, classroom assessments, student data management
<ul style="list-style-type: none"> ● Hardware and Device Management <ul style="list-style-type: none"> ○ Laptop and workstation setup and maintenance ○ Troubleshooting and Repair ○ Purchasing, inventory, life cycle management ● Software Support <ul style="list-style-type: none"> ○ Account initiation, login credentials management ○ Installations, updates/imports, and upgrades ○ Security Configurations ● End-User Support, Training <ul style="list-style-type: none"> ○ Basic training, refreshing ● Network Engineering <ul style="list-style-type: none"> ○ Performance monitoring, analytics ○ Cybersecurity (Firewall, Web filtering) ● IT Project Management <ul style="list-style-type: none"> ○ Budget development ○ Product evaluation ○ Vendor relations 	<ul style="list-style-type: none"> ● Teacher Professional Development <ul style="list-style-type: none"> ○ Devices: iPads, Chrome Tablets, Doc Cams, Interactive Panels, Chromebooks, display hardware ○ Software: Google Apps for Education, Synergy Education/TeacherVUE, digital curriculum products ● Classroom Support <ul style="list-style-type: none"> ○ Integration of digital curriculum and assessment platforms ○ Lesson design - 1:1/blended/digital learning strategies ○ Digital citizenship - and school-to-home/parent communication and support ○ Tech-mediated project-based learning ● Data and Assessment Management <ul style="list-style-type: none"> ○ State testing, online assessments administration, SIS Data Management, system administration, and state/CALPADS reporting. ○ Student Achievement Dashboards and Analytics

3: Goal

Further develop and deploy a responsive, service-oriented, equitable system of tech support, procedures, and protocols to better meet the needs of all district technology users.

3: Implementation

Outcomes	Starting Year	Actions/Services	Person(s) Responsible	Anticipated Cost (Funding Source)	Evaluation /Metrics
<p>3a. Site IT Techs are periodically deployed as a dedicated district level team to provide rapid and robust tech support for larger scale projects and services at sites across the district.</p>	<p>2022</p>	<ol style="list-style-type: none"> 1. Maintain bi-monthly PGTech/Tech Team meetings to promote cross-district collaboration to optimize tech support methods, procedures, and workflows. 2. Participate in ongoing professional development in areas related to software and hardware configuration, cybersecurity, and networking management (e.g. pursue Cisco Training and Certifications). 	<p>Tech Systems Director</p> <p>Site Administrators</p> <p>Site IT Techs</p>	<p>\$4,000 (General Fund)</p>	<p>Meeting agendas and minutes, participation documentation, certifications</p>
<p>3b. Non-instructional work areas (e.g. office spaces, student service areas) are furnished with technology upgrades and relevant, job-embedded training and support is provided to staff as needed.</p>	<p>2022</p>	<ol style="list-style-type: none"> 1. Conduct a technology needs assessment of classified and support staff workspaces. 2. Submit requests for approval based on identified needs. 3. Procure and process purchase orders. 4. Receive, inventory, and install new technology in designated locations as needed. 	<p>Tech Systems Director</p> <p>Site IT Tech</p> <p>Director of Facilities</p>	<p>\$25,000/year (Measure A)</p>	<p>Purchase, inventory and installation records, updated inventory database, training event/participation logs</p>

<p>3c. Refine and optimize the district’s IT Helpdesk/Ticketing system to improve response and resolution time, monitoring, and reporting.</p>	<p>2022</p>	<ol style="list-style-type: none"> 1. Identify, compare, evaluate, and purchase a dedicated enterprise level IT Helpdesk/Ticketing management platform. 2. Provide training for IT Techs for managing the new system. 3. Provide communications and training to staff on the new IT Helpdesk system how to submit help tickets/request support. 4. Provide updates to the school community on the performance and trends of how the new system is functioning. 	<p>Tech Systems Director Site IT Tech</p>	<p>\$4,000/year (Measure A)</p>	<p>Purchase, inventory and implementation records, communication and training participation records</p>
<p>3d. The district’s Web Communications Coordinator position is revised to include additional IT support across the district, assisting the Director of Technology Systems with the completion of existing and future IT projects, hardware repair, management, and systems maintenance and administration..</p>	<p>2024</p>	<ol style="list-style-type: none"> 1. Consult HR department on details, requirements, implications of updating position description. 2. Create an updated job description that describes scope of responsibility, essential functions, relevant knowledge and abilities. 3. Present the updated position for action at a regular scheduled Board meeting. 	<p>Tech Directors HR Director</p>	<p>Stated salary of position (General Fund)</p>	<p>Revised job descriptions, board meeting minutes</p>

<p>3e. A Teacher Tech Lead serves at each school: A teacher who is the ed tech lead teacher at their site, guiding and supporting their colleagues in their use of existing and emerging ed tech tools.</p>	<p>2022</p>	<p>1. Collaborate with HR department to refine position description and scope of responsibility of the Teacher Tech Leads (previously Tech Ninjas).</p> <p>2. Distribute announcement of position, review applicants, conduct interviews, and make selections as needed.</p> <p>3. Conduct monthly meetings with <i>Teacher Tech Leads</i> to identify areas of focus, collect feedback, discuss challenges and create solutions, and plan future initiatives.</p>	<p>Ed Tech Director</p> <p>HR Director</p> <p>Assistant Superintendent</p> <p>Digital Teacher</p> <p>Site Admin</p>	<p>\$4,000 annual stipend for teacher tech leads (\$1000 per position - 4 total) (General Fund)</p>	<p>Updated job description, meeting and training event logs, surveys</p>
<p>3f. Create a student level tech team (e.g. “Junior Tech Ninjas” or “Tech Squad”) at FG, RD, PGMS, and PGHS to assist staff and peers with tech troubleshooting and support needs.</p>	<p>2024</p>	<p>1. Engage school admin and IT techs in designing student tech teams/squads, schedules, scope, models, and structures.</p> <p>2. Identify and enlist qualified students annually to serve as members of their site’s student tech team.</p>	<p>Tech Directors</p> <p>Site IT Techs</p> <p>Site Administrators</p>	<p>\$400/year misc. (Site Funds)</p>	<p>Students and staff feedback/survey results and reports</p>
<p>3g. Develop and implement a secure intranet within existing CMS accessible by district employees in order to streamline access to critical documents, improve district-wide communications, and expand access to essential job-embedded tools and training materials.</p>	<p>2023</p>	<p>1. Identify resources on the current site(s) specifically for district staff and replicate on an Intranet site</p> <p>2. Ensure staff links are in place on all appropriate webpages.</p>	<p>Tech Directors</p> <p>Web Communications & IT Services Coordinator</p> <p>HR Director</p>	<p>Stated salary of position (General Fund)</p>	<p>Activity logs, analytics, and usage reports</p>

Modern Classroom Technology Upgrades and Configurations

An updated, standardized, and aligned classroom technology configuration for each grade span is outlined below. Standardizing classroom technology will significantly improve device management and support. Furthermore, alignment of classroom hardware will significantly lower implementation costs and promote a more equitable system of technology access for teachers and students campus-wide.

K-1	2-5	6-8	9-12+
<ul style="list-style-type: none"> ▪ Student Chrome Tablets w/protective cases (1:1) ▪ Charging cabinet ▪ Stereo headphones (1:1) ▪ Document camera ▪ Integrated screencasting/mirroring technology ▪ 86" LED Flat Panel Interactive Display ▪ Mounted Auto-Tracking (PTZ) HD Webcam ▪ Mounted omni-directional stereo speakers//soundbar ▪ A/V auxiliary hub ▪ Wireless mic (IR) ▪ Laptop (teacher) 	<ul style="list-style-type: none"> ▪ Student Chromebooks (1:1) ▪ Charging cabinet ▪ 15+ USB or wireless mice ▪ Stereo headphones (1:1) ▪ Document Camera ▪ Integrated screencasting/mirroring technology ▪ 86" LED Flat Panel Interactive Display ▪ Mounted Auto-Tracking (PTZ) HD Webcam ▪ Mounted omni-directional stereo speakers//soundbar ▪ A/V auxiliary hub ▪ Wireless mic (IR) ▪ Laptop (teacher) 	<ul style="list-style-type: none"> ▪ Student Chromebooks (1:1) ▪ Charging cabinet ▪ 15+ USB or wireless mice ▪ Stereo headphones (1:1) ▪ Document camera ▪ Integrated screencasting/mirroring technology ▪ 86" LED Flat Interactive Panel Display ▪ Mounted Auto-Tracking (PTZ) HD Webcam ▪ Mounted omni-directional stereo speakers/soundbar ▪ A/V auxiliary hub ▪ Wireless mic (IR) ▪ Laptop (teacher) 	<ul style="list-style-type: none"> ▪ Student Chromebooks (1:1) ▪ Charging cabinet ▪ 15+ USB or wireless mice ▪ Stereo headphones (1:1) ▪ Document Camera ▪ Integrated screencasting/mirroring technology ▪ 86" LED Flat Panel Display ▪ Mounted Auto-Tracking (PTZ) HD Webcam ▪ Mounted omni-directional stereo speakers//soundbar ▪ A/V auxiliary hub ▪ Wireless mic (IR) ▪ Laptop (teacher)

Conclusion

Technology is vital to the operation of any school district. It is an essential tool for achieving teaching and learning success in the modern classroom. Further alignment, standardization, optimization, and streamlining of technology management practices across PGUSD will improve collaboration, produce more favorable training outcomes, and facilitate equitable access to essential tools, technology services, and support. Any new technology implementations must provide a single point of access, cross platform interoperability, and deliver improved user interface design and functionality. Technology proposals must be thoroughly evaluated by the district technology staff - PGTech - prior to purchase and must integrate with existing systems and workflows. *See appendix for the PGTech - Technology Purchasing and Support Protocol.* Ultimately, the intent of this revised technology plan is to provide an intelligent path forward in the procurement, implementation, and management of technology for the purpose of supporting student and educator success in PGUSD over the next three years.

References

International Society for Technology in Education - ISTE Standards for Students. Retrieved on December 14, 2021, from [ISTE Standards: Students](#)

International Society for Technology in Education - ISTE Standards for Teachers. Retrieved on December 14, 2021, from [ISTE Standards: Educators](#)

International Society for Technology in Education. (2007). ISTE Standards for Educational Leaders. Retrieved on December 14, 2021, from [ISTE Standards: Education Leaders](#)

Google for Education - Case Studies of Successful Integration and Blended Learning. Retrieved on December 18, 2021 from [Impact stories from around the globe | Google for Education](#)

Appendix

Current District-Furnished Technology:

- Synergy SIS - Student Information System and Assessment
- Google Suite for Education
- GoGuardian Chromebook Management and Web Monitoring System
- LCD projectors
- iPads (On-campus 1:1, grades K-1)
- Apple TV's, Chromecasts
- Staff Laptops/Desktops/Workstations - Dell Computers
- Chromebooks (On-campus 1:1, grades 2-12)
- Robotics/Coding Kits (CS/STEM programs)
- 3D Printers (middle school, high school)
- Document Cameras
- Printers, scanners
- A/V components and other peripherals (mice, webcams, speakers, etc.)
- Interactive whiteboards (SmartBoards) and Newline Interactive Flat Panel Displays
- Online curriculum and learning programs (core, intervention, supplemental)
- Targeted Intervention and supplemental digital programs (Scholastic, eSpark)
- Teaching/Learning Management Tools (Seesaw, Pear Deck, Ed Puzzle, Screencastify, etc.)
- Business Management Tools (InformK12, Follett Destiny, Harris Solutions-eSchool, Frontline, etc.)

Acronyms Used

<ul style="list-style-type: none"> ○ IT: Information Technology ○ ET: Educational Technology ○ CMS: Content Management System ○ PD: Professional Development ○ PGUSD: Pacific Grove Unified School District ○ HR: Human Resources ○ ISTE: International Society for Technology in Education ○ NWEA: Northwest Evaluation Association ○ SIS: Student Information System ○ MCOE: Monterey County Office of Education ○ A/V: Audio/Video ○ STEM: Science, Technology, Engineering, Math 	<ul style="list-style-type: none"> ○ CALPADS: California Longitudinal Pupil Achievement Data System ○ LCD: Liquid Crystal Display ○ LED: Light-Emitting Diode ○ IR: Infrared ○ PTZ: Pan, Tilt, Zoom ○ HD: High Definition ○ CS: Computer Science ○ N/A: Not Available/Applicable ○ TBD: To Be Determined ○ DaaS: Device as a Service ○ ROI: Return on Investment
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Technology Implications of Distance Learning/Remote Instruction Due to the COVID-19 Pandemic

- Increased/ongoing training/PD in the use of essential distance learning tools: Screencastify, Google Apps, Seesaw, Pear Deck, Flip Grid, etc.
- Virtual Lesson Design Methods: Flipped classroom, asynchronous vs synchronous instruction, breakout-room small group instruction management
- Classroom Hardware/Device Use: Document cameras, interactive display panels, PTZ web cameras, A/V peripherals
- Infrastructure: Network capacity and management for live video streaming in support of hybrid learning
- Student Device Access: 1:1 take-home (vs. on-campus)
- Inventory Controls: Student device check-out/check-in
- Security: Firewall management, cybersecurity defense
- Home Internet Connectivity: Availability of take-home hotspots and data plans

PGTech - Technology Procurement and Support Guidelines and Protocol

(Endorsed by the PGUSD Tech Committee - November 23, 2021)

PGTech IT Services and Support

PGTech shall be consulted on all site and/or district-level technology purchasing plans and decision-making. PGTech cannot provide tech support/troubleshooting services and/or management assistance for any technology purchased without adequate consultation prior to purchase.

PGUSD is a **Google for Education**, Google Chrome and Microsoft Windows/Office school district. With the exception of Apple devices used in certain instructional programs (e.g. Digital Photography at PGHS) and iPads where the Individual Education Plan (IEP) special iPad-specific apps, Chrome and Windows OS devices are designated as the standard computing devices for PGUSD.

- **Hardware:** All Hardware purchases shall be aligned/compatible with the district's hardware configuration model. PGUSD remains a 1:1 on-campus (non-takehome) student-to-device district.
 - **Chromebooks:** Chromebooks are the district's standard 1:1 device for students in grades 2-12.
 - **Apple iPads:** iPads are the district's 1:1 on-campus device for students in grades K-1. By 2024 it is anticipated that all iPads in grades K-1 will be replaced with Chrome tablets.
 - **Staff devices:** Dell computers/laptops/tablets and Chromebooks are standard issued device for all staff. At a minimum, each staff member will be furnished with a Dell laptop or Chromebook.
 - **Printers:** Model-specific Brother or Epson printers are the printer manufacturers of choice for all work areas - office, classroom, common room, learning labs. In rare instances, HP printers can be purchased depending on needs.

- **Software:** The **i-SET** (Instructional Software Evaluation Tool) is used as a first step in purchasing teaching/learning software, digital programs, apps, or subscriptions to online platforms. Staff shall complete and submit the i-SET to PGTech for review to secure authorization for purchase. Any approved instructional software will be sanctioned for use in PGUSD and fully supported by PGTech.

- **Supplies/Consumables:** PGTech considers technology-related supplies/consumables (e.g. printer toner, batteries, projector bulbs, etc.) to be recurring operational expenses. Thus, these items should be purchased using non-technology funds (i.e. those dedicated for hardware and software). Neither Measure A/Ed-Tech Bond funds nor budgeted site technology funds are to be used to purchase technology-related supplies/consumables.

- **Personal Devices On Campus:** Staff personal devices are permitted for use on campus and can freely connect to the district's network. However, personal devices used on campus do not qualify for the same tech support that district-furnished devices receive. Furthermore, the district will not purchase accessories (e.g. adapters, charge cables, batteries, etc.) for personal devices.

Flexible Learning Lab

The vision for the **Flexible Learning Labs** (as outlined above in Area 1: Digital Learning and Literacy) is to create an active learning environment whereby students are given a space to explore, build, and create with project-based, hands-on, technology supported activities. At the elementary and middle levels, students will also use the “Flex Lab” to engage in hands-on STEM, Computer Science, Coding, and Robotics lessons. However, the Flex Labs can also be used in a larger capacity to facilitate lessons in other subjects such as math, science, and social studies, where small group, project-based learning is desired.

The key features contained in these modern and flexible learning spaces are first and foremost flexibility - modular furniture to encourage collaborative learning and adaptable/configurable layouts and arrangements to support a wide range of projects and content area lessons. When desired, the Flex Labs can also be easily configured to meet the educational needs of a more traditional classroom arrangement whereby desks and tables are organized in defined rows and columns; thus rendering the space more practical during direct instruction and/or independent testing.

Flex Lab Prototype Designs: [Robert Down Renovation Layout V1 Video](#) [Forest Grove Renovation Layout V1 Video](#)



Images retrieved from: <https://www.viewsonic.com/amp/solution/21st-century-learning-viewsonic> and <https://www.emergingedtech.com>, January 26, 2021

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: District Update on Response to COVID-19

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

INFORMATION:

The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Resolution No. 1089 for the Issuance and Sale of 2014 Election Measure A Series D of the Education Technology Bond

DATE: April 7, 2022

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

RECOMMENDATION:

The District Administration recommends the Board review and approve Resolution No. 1089 which will allow the District to issue its fourth series of Measure A, 2014 Election, Education Technology General Obligation Bonds.

BACKGROUND:

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

The bond measure will improve technology by:

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

The original plan for the bond funds was to be released in six separate series (Series A through Series F), averaging \$3 million every three years, over 18 years. The following series have been issued:

- Series A, was released in the 2014-15 fiscal year for \$2,370,000 (project fund \$2,327,150)
- Series B was issued on December 15, 2016, fiscal year 2016-17 for \$2,103,000 with a net proceeds of \$2,000,000 going into the project fund. Both of these series were issued under the initial estimate of \$3 M each.

- Series C was issued on April 16, 2020, fiscal year 2019-20, for \$2,108,000 with net proceeds of \$2,000,000

As the assessed valuations of the properties within the District increase, the maximum allowable funding for each series will also increase.

INFORMATION:

The District is preparing to issue the fourth issuance, Series D, of the Education Technology Bond. Jones Hall, District Bond Counsel, has prepared Resolution No. 1089 for the issuance and sale of Series D. Series D is scheduled to be released at the end of April for an estimated amount of \$2,133,000 with estimated net proceeds of \$2,000,000.

Similar to the Series C bonds, the Series D bonds will be sold via Direct Placement, This will reduce costs of issuance as well provide maximum flexibility in the debt service structure.

Attached also is the estimated Cost of Issuance, COI, related to the sale of this transaction.

Dale Scott & Co., is the District Financial Advisor and will provide information regarding Series D.

FISCAL IMPACT:

The estimated total cost of issuance is \$133,000 with itemized cost as attached.

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

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF
2014 ELECTION, SERIES D GENERAL OBLIGATION ED TECH® BONDS
OF THE DISTRICT IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED
\$2,200,000 AND APPROVING RELATED DOCUMENTS AND ACTIONS**

RESOLUTION NO. 1089

WHEREAS, an election was duly and regularly held in the Pacific Grove Unified School District (the "District") on November 4, 2014, in accordance with Section 1(b)(3) of Article XIII A of the California Constitution, for the purpose of submitting Measure A (the "Bond Measure") to the qualified electors of the District, authorizing the issuance of general obligation bonds in the aggregate principal amount of \$18,000,000 (the "Bonds"), and more than 55% of the votes cast were in favor of the issuance of the Bonds; and

WHEREAS, the Board of Education of the District is authorized to provide for the issuance and sale of any series of Bonds under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Bond Law"); and

WHEREAS, on February 12, 2015, the District issued its Pacific Grove Unified School District 2014 Election, Series A General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,370,000 pursuant to the Bond Measure; and

WHEREAS, on December 15, 2016, the District issued its Pacific Grove Unified School District 2014 Election, Series B General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,103,000 pursuant to the Bond Measure; and

WHEREAS, on April 16, 2020, the District issued its Pacific Grove Unified School District 2014 Election, Series C General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,108,000 pursuant to the Bond Measure; and

WHEREAS, the Board wishes at this time to authorize the issuance of a fourth series of Bonds under the Bond Law for the purpose of financing technology projects authorized under the Bond Measure, designated the Pacific Grove Unified School District 2014 Election, Series D General Obligation Ed Tech® Bonds, in the aggregate principal amount of not to exceed \$2,200,000 (the "Series D Bonds");

WHEREAS, the Board wishes at this time to take its action approving the issuance and sale of the Series D Bonds and documents and actions relating to the Series D Bonds; and

WHEREAS, in accordance with Government Code Section 5852.1, the Board has obtained and disclosed the information set forth in Appendix A hereto; and

NOW, THEREFORE, the Board hereby finds, determines, declares and resolves as follows:

SECTION 1 *Approval of Paying Agent Agreement.* The proposed form of Paying Agent Agreement, by and between the District and U.S. Bank Trust Company, National Association (the "Paying Agent"), which is on file with the Clerk of the Board (the "Paying Agent Agreement") is hereby approved, and the Superintendent and Assistant Superintendent, Business Services, or President of the Board, or any of their respective designees (each, an "Authorized Officer") are hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver the Paying Agent Agreement in substantially said form, with said additions thereto (including the insertion of the purchaser, maturity dates, principal amounts and interest rates of the Series D Bonds) and changes therein as the Authorized Officer may approve, such approval to be conclusively evidenced by the execution and delivery thereof. The Board hereby authorizes the issuance of the Series D Bonds pursuant to the terms of the Paying Agent Agreement, and the performance by the District of its obligations under the Paying Agent Agreement. The selection of U.S. Bank Trust Company, National Association, as Paying Agent is hereby approved and ratified. Alternatively the County of Monterey Treasurer or other officer may act as Paying Agent.

SECTION 2. *Sale of Series D Bonds.* The Board hereby authorizes the Series D Bonds to be sold by negotiated sale on a direct placement basis to a qualified institutional buyer (a "Qualified Institutional Buyer") within the meaning of Rule 144A promulgated under the Securities Act of 1933, as amended (the "Securities Act"), or to an "accredited investor" as described in Section 501(a)(1), (2), (3) or (7) of Regulation D promulgated under the Securities Act (an "Institutional Accredited Investor") pursuant to the terms of a Bond Purchase Contract with the purchaser of the Series D Bonds (the "Purchase Contract") in the form on file with the Clerk of the Board together with any changes therein or additions approved by a District Representative, such approval to be conclusively evidenced by the execution and delivery of the Purchase Contract; provided that the Purchase Contract shall contain the following terms:

- (i) the Series D Bonds shall bear a rate of interest of not to exceed 8% per annum;
- (ii) the Series D Bonds shall have a final maturity date of 30 years or less from the date of issuance; and
- (iii) the Series D Bonds shall have a ratio of total debt service to principal of not to exceed four to one.

The Board hereby authorizes a District Representative to execute and deliver the final form of the Purchase Contract in the name and on behalf of the District. Notwithstanding the foregoing provisions of this Section, the terms of the Series D Bonds may be established or modified under the Purchase Contract, provided such terms are in conformity with the Bond Law. In the event of a conflict or inconsistency between this Resolution and the Purchase Contract relating to the terms of the Series D Bonds, the provisions of the Purchase Contract will be controlling.

In accordance with Section 53508.7 of the Bond Law, the Board has determined to sell the Series D Bonds at negotiated sale for the following reasons: (a) a negotiated sale provides more flexibility to choose the time and date of the sale which is advantageous in a volatile municipal bond market; and (b) a negotiated sale will permit the time schedule for the issuance and sale of the Series D Bonds to be expedited.

SECTION 3. *Estimated Financing Costs.* The firm of Jones Hall, A Professional Law Corporation, has previously been engaged to act as the District's bond counsel, and the firm of Dale Scott & Company, has previously been engaged to act as the District's financial advisor. The estimated costs of issuance associated with the bond sale are \$133,000, which include bond counsel fees, financial advisor fees, placement agent fees, bank counsel fees and paying agent fees.

As required pursuant to Section 53509.5 of the Bond Law, after the sale of the Series D Bonds, the Board will present actual cost information for the sale at its next scheduled public meeting.

SECTION 4. *Tax Covenants.*

(a) Private Activity Bond Limitation. The District shall assure that the proceeds of the Series D Bonds are not used so as to cause the Series D Bonds to satisfy the private business tests of Section 141(b) of the Tax Code or the private loan financing test of Section 141(c) of the Tax Code.

(b) Federal Guarantee Prohibition. The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Series D Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Tax Code.

(c) No Arbitrage. The District shall not take, or permit or suffer to be taken by the Paying Agent or the County or otherwise, any action with respect to the proceeds of the Series D Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the Closing Date would have caused the Series D Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Tax Code.

(d) Maintenance of Tax-Exemption. The District shall take all actions necessary to assure the exclusion of interest on the Series D Bonds from the gross income of the Owners of the Series D Bonds to the same extent as such interest is permitted to be excluded from gross income under the Tax Code as in effect on the Closing Date.

(e) Exemption from Rebate Requirement. The District is a governmental unit with the power to impose taxes of general applicability which, when collected, may be used for general purposes of the District; the Series D Bonds are not private activity bonds within the meaning of section 141 of the Tax Code; and ninety-five percent (95%) of the Net Sale Proceeds of the Series D Bonds are to be used for local governmental activities of the District. The aggregate face amount (or, issue prices, in the case of issues with a net original issue discount or net original issue premium in excess of two percent (2%) of the principal amount of the issue, excluding original issue premium used for reasonable underwriter's compensation) of all tax-exempt obligations (other than private activity bonds as defined in section 141 of the Tax Code) issued by the District, including all subordinate entities of the District and all entities which may issue obligations on behalf of the District, during the calendar year during which the Series D Bonds are being issued, is not reasonably expected to exceed \$15,000,000, of which no more than \$5,000,000 is for other than the construction of public school facilities, excluding, however, that portion of current refunding obligations having a principal amount not in excess of the principal amount of the refunded obligation. By reason of the statements set forth in this subparagraph, the District will not rebate excess investment earnings, if any, to the federal government.

(f) Small Issuer Exemption from Bank Nondeductibility Restriction. The District hereby designates the Series D Bonds for purposes of paragraph (3) of section 265(b) of the Tax Code and represents that not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under section 103(a) of the Tax Code) from gross income for federal income tax purposes (excluding (i) private activity bonds, as defined in section 141 of the Tax Code, except certain qualified 501(c)(3) bonds as defined in section 145 of the Tax Code and (ii) current refunding obligations to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation), including the Series D Bonds, has been or will be issued by the District, including all subordinate entities of the District, during the calendar year 2022. If the District determines prior to the sale of the Series D Bonds that obligations which exceed \$10,000,000 aggregate principal amount will be issued in calendar year 2022, the District Representative shall provide in the Purchase Contract that the Series D Bonds are not bank qualified.

SECTION 5. *Approval of Official Actions to Close Transaction.* The Superintendent, the Chief Business Officer, the Clerk of the Board and any and all other officers of the District are each alone authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Series D Bonds, including specifically a contract for professional services with Jones Hall, A Professional Law Corporation, as bond counsel, and Dale Scott & Company as Financial Advisor, the proposed forms of contracts between the District and such firms being on file with the Superintendent. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer shall be absent or unavailable.

SECTION 6. *Effective Date of Resolution.* This Resolution shall take effect from and after the date of its passage and adoption.

* * * * *

PASSED AND ADOPTED this 7th day of April, 2022, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Education
Pacific Grove Unified School District

ATTEST:

Secretary to the Board of Education
Pacific Grove Unified School District

APPENDIX A**GOVERNMENT CODE SECTION 5852.1 DISCLOSURE**

The following information consists of estimates that have been provided by the District's financial advisor, in good faith:

- (A) True interest cost of the Series D Bonds: 2.00%
- (B) Finance charge of the Series D Bonds (sum of all costs of issuance and fees/charges paid to third parties): \$133,000
- (C) Net proceeds to be received (net of finance charges, reserves and capitalized interest, if any): \$2,000,000
- (D) Total payment amount through maturity: \$2,197,551

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2016 Election, Series D Bonds**

		Series D
TENTATIVE COST OF ISSUANCE		2,000,000.00
<hr/>		
Service		
Bond Counsel	Jones Hall	\$ 28,000.00
Financial Advisor	Dale Scott & Co.	75,000.00
Financial Advisor - Expenses	Dale Scott & Co.	2,700.00
Placement Agent	Brandis Tallman	17,500.00
Bank Counsel	Bank Counsel	7,500.00
Paying Agent/ COI Custodian Fee	US Bank	2,300.00
Contingency	Contingency	-
<hr/>		
TOTAL COI (Deposited to COI FUND)		\$ 133,000.00

PAYING AGENT AGREEMENT

Relating to the Issuance of
\$ _____
Pacific Grove Unified School District
(Monterey County, California)
2014 Election, Series D General Obligation Ed Tech® Bonds

This PAYING AGENT AGREEMENT (as hereafter amended or supplemented, this “Agreement”), dated as of April 1, 2022, is between the PACIFIC GROVE UNIFIED SCHOOL DISTRICT, a school district organized and existing under the laws of the State of California (the “District”) and U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION, as paying agent (the “Paying Agent”).

B A C K G R O U N D :

1. An election was duly and regularly held in the Pacific Grove Unified School District (the “District”) on November 4, 2014, in accordance with Section 1(b)(3) of Article XIII A of the California Constitution, for the purpose of submitting Measure A (the “Bond Measure”) to the qualified electors of the District, authorizing the issuance of general obligation bonds in the aggregate principal amount of \$18,000,000 (the “Bonds”), and more than 55% of the votes cast were in favor of the issuance of the Bonds; and

2. On February 12, 2015, the District issued its Pacific Grove Unified School District 2014 Election, Series A General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,370,000 pursuant to the Bond Measure; and

3. On December 15, 2016, the District issued its Pacific Grove Unified School District 2014 Election, Series B General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,103,000 pursuant to the Bond Measure; and

4. On April 16, 2020, the District issued its Pacific Grove Unified School District 2014 Election, Series C General Obligation Ed Tech® Bonds in the aggregate principal amount of \$2,108,000 pursuant to the Bond Measure; and

5. The District is hereby issuing a fourth series of Bonds under the Bond Law for the purpose of financing technology projects authorized under the Bond Measure, designated the Pacific Grove Unified School District 2014 Election, Series D General Obligation Ed Tech® Bonds.

A G R E E M E N T :

In consideration of the foregoing and the material covenants hereinafter contained, the District and the Paying Agent formally covenant, agree and bind themselves as follows:

ARTICLE I

DEFINITIONS; AUTHORITY

SECTION 1.01. *Definitions.* The terms defined in this Section 1.01, as used and capitalized herein, shall, for all purposes of this Agreement, have the meanings given them below, unless the context clearly requires some other meaning.

“Agreement” means this Paying Agent Agreement, as originally entered into and including all amendments hereto and supplements hereof which are duly executed and delivered from time to time in accordance herewith.

“Authorizing Resolution” means Resolution No. ____ adopted by the Board on April 7, 2022, authorizing the issuance of the Series D Bonds.

“Board” means the Board of Education of the District.

“Bond Counsel” means (a) the firm of Jones Hall, A Professional Law Corporation, or (b) any other attorney or firm of attorneys nationally recognized for expertise in rendering opinions as to the legality and tax-exempt status of securities issued by public entities.

“Bond Law” means Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as in effect on the date of adoption hereof and as amended hereafter.

“Business Day” means a day of the year, other than a Saturday or Sunday, on which banks are not closed in the city in which the Principal Office of the Paying Agent is located.

“Capitalized Interest Account” means the account by that name held by the County Treasurer under section 4.03.

“Closing Date” means April __, 2022, being the date upon which there is a physical delivery of the Bonds in exchange for the amount representing the purchase price of the Series D Bonds by the Original Purchaser.

“Costs of Issuance” means all items of expense directly or indirectly payable by or reimbursable to the District and related to the authorization, issuance, sale and delivery of the Series D Bonds, including but not limited to the costs of preparation and reproduction of documents, printing expenses, filing and recording fees, initial fees and charges of the Paying Agent and its counsel, legal fees and charges, fees and disbursements of consultants and professionals, counsel to the Original Purchaser, and any other cost, charge or fee in connection with the original issuance and sale of the Series D Bonds.

“Costs of Issuance Custodian” means U.S. Bank Trust Company, National Association.

“Costs of Issuance Account” means the account of that name established and held by the Costs of Issuance Custodian as provided in Section 3.03.

“County” means the County of Monterey a political subdivision of the State of California, duly organized and existing under the Constitution and laws of the State of California.

"County Treasurer" means the Treasurer-Tax Collector of Monterey County, or any authorized deputy thereof.

"Debt Service Fund" means the fund established and held by the County Treasurer under Section 4.03.

"District" means the Pacific Grove Unified School District, a school district organized under the Constitution and laws of the State of California, and any successor.

"District Representative" means the Superintendent and Assistant Superintendent, Business Services, or President of the Board, or any of their respective designees, or any other person authorized by resolution of the Board to act on behalf of the District with respect to this Agreement and the Bonds.

"Education Code" means the Education Code of the State of California as in effect on the date of adoption hereof and as amended thereafter.

"Event of Taxability" means a determination by the Internal Revenue Service that interest on the Bonds is includible for federal income tax purposes in the gross income of the owner thereof due to the District's action or failure to take any action with respect to its obligations hereunder.

"Fair Market Value" means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of section 1273 of the Code) and, otherwise, the term "Fair Market Value" means the acquisition price in a bona fide arm's length transaction (as referenced above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Code, (iii) the investment is a United States Treasury Security--State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt, or (iv) any commingled investment fund in which the District and related parties do not own more than a ten percent (10%) beneficial interest if the return paid by the fund is without regard to the source of investment.

"Federal Securities" means United States Treasury notes, bonds, bills or certificates of indebtedness, or any other obligations the timely payment of which is directly or indirectly guaranteed by the faith and credit of the United States of America.

"Fiscal Year" means any twelve-month period beginning on July 1 in any year and extending to the next succeeding June 30, both dates inclusive, or any other twelve-month period selected and designated by the District as its official fiscal year period pursuant to written notice filed with the Paying Agent and the Owner.

"Interest Payment Date" means August 1, 2022, and the first day of each succeeding August 1 and February 1.

“Material Adverse Effect” means (a) a material adverse change in, or a material adverse effect on, the operations, business, assets, properties, liabilities (actual or contingent), condition (financial or otherwise) or prospects of the District; (b) a material impairment of the rights and remedies of the Purchaser under this Agreement or the Bonds, or the ability of the District to perform its obligations thereunder; or (c) a material adverse effect upon the legality, validity, binding effect or enforceability of this Agreement and the Bonds against the District.

“Original Purchaser” means _____, its successor and assigns, as original purchaser of the Series D Bonds on the Closing Date.

“Outstanding,” when used as of any particular time with reference to Series D Bonds, means all Series D Bonds except (a) Series D Bonds theretofore canceled by the Paying Agent or surrendered to the Paying Agent for cancellation, (b) Series D Bonds paid or deemed to have been paid within the meaning of Section 9.02 and (c) Series D Bonds in lieu of or in substitution for which other Series D Bonds have been authorized, executed, issued and delivered by the District under this Agreement.

“Owner”, whenever used herein with respect to a Series D Bond, means the person in whose name the ownership of such Bond is registered on the Registration Books.

“Paying Agent” means the Paying Agent appointed by the District and acting as paying agent, registrar and authenticating agent for the Series D Bonds, its successors and assigns, and any other corporation or association which may at any time be substituted in its place, as provided in Section 6.01.

“Principal Office” means the office or offices of the Paying Agent for the payment of the Series D Bonds and the administration of its duties hereunder, as such office or offices are identified in a written notice filed with the District by the Paying Agent.

“Record Date” means the 15th calendar day of the month preceding an Interest Payment Date, whether or not such day is a Business Day.

“Registration Books” means the records maintained by the Paying Agent for the registration of ownership and transfer of the Bonds under Section 2.08.

“Securities Act” means the Securities Act of 1933, as amended, and the rules, regulations and published interpretations of the Securities and Exchange Commission promulgated thereunder from time to time.

“Series D Bonds” means the Pacific Grove Unified School District (Monterey County, California) 2014 Election, Series D, General Obligation Ed Tech[®] Bonds, at any time Outstanding under this Agreement.

“Taxable Rate” means an interest rate sufficient such that the total interest to be paid to the Lender on any interest Payment Date would, after such interest was reduced by the amount of any U.S. federal, state and local income tax (including any interest or penalties) actually imposed thereon, equal the amount of interest due on the then unpaid principal amount of the Bonds; provided, however, that in no event shall the Taxable Rate exceed 8 percent (8%) per annum.

“Tax Code” means the Internal Revenue Code of 1986 as in effect on the Closing Date or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the Closing Date, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under said Code.

“Written Request of the District” means an instrument in writing signed by a District Representative or by any other officer of the District duly authorized to act on behalf of the District under a written certificate of a District Representative.

SECTION 1.02. *Interpretation.*

(a) Unless the context otherwise indicates, words expressed in the singular include the plural and vice versa and the use of the neuter, masculine, or feminine gender is for convenience only and include the neuter, masculine or feminine gender, as appropriate.

(b) Headings of articles and sections herein and the table of contents hereof are solely for convenience of reference, do not constitute a part hereof and do not affect the meaning, construction or effect hereof.

(c) All references herein to “Articles,” “Sections” and other subdivisions are to the corresponding Articles, Sections or subdivisions of this Agreement; the words “herein,” “hereof,” “hereby,” “hereunder” and other words of similar import refer to this Agreement as a whole and not to any particular Article, Section or subdivision hereof.

SECTION 1.03. *Authority for this Agreement; Findings.* This Agreement is entered into under the provisions of the Bond Law. The Board hereby certifies that all of the things, conditions and acts required to exist, to have happened or to have been performed precedent to and in the issuance of the Series D Bonds do exist, have happened or have been performed in due and regular time and manner as required by the laws of the State of California, and that the amount of the Series D Bonds, together with all other indebtedness of the District, does not exceed any limit prescribed by any laws of the State of California.

ARTICLE II

TERMS OF BONDS

SECTION 2.01. *Authorization.* The Board has previously authorized the issuance of the Series D Bonds under the Authorizing Resolution. The Series D Bonds shall be issued in the aggregate principal amount of \$_____ under the provisions of the Bond Law and this Agreement for the purpose of financing projects specified in Measure A. The Authorizing Resolution and this Agreement constitute a continuing agreement between the District and the Owners of all of the Outstanding Bonds to secure the full and final payment of principal of and interest on the Bonds, subject to the covenants, agreements, provisions and conditions herein contained. The Bonds are designated the “Pacific Grove Unified School District 2014 Election, Series D General Obligation Ed Tech® Bonds”.

SECTION 2.02. *Terms of Bonds.*

(a) Form; Numbering. The Series D Bonds shall be issued as a single fully registered Bond, without coupons. Series D Bonds shall be lettered and numbered as the Paying Agent may prescribe.

(b) Date of Bonds. The Series D Bonds shall be dated as of the Closing Date.

(c) Maturities: Interest. The Series D Bonds shall mature on August 1, 2022 and shall bear interest (calculated on the basis of a 360-day comprised of twelve 30-day months) at the rate of ____% per annum.

Each Series D Bond will bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof unless (i) it is authenticated as of an Interest Payment Date, in which event it will bear interest from such date, or (ii) it is authenticated prior to an Interest Payment Date and after the close of business on the preceding Record Date, in which event it will bear interest from such Interest Payment Date, or (iii) it is authenticated on or before the first Record Date, in which event it will bear interest from the dated date of the Bonds; *provided, however,* that if at the time of authentication of a Series D Bond, interest is in default thereon, such Series D Bond will bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment thereon.

(d) Payment. Interest on the Series D Bonds (including the final interest payment upon maturity or redemption) is payable by check of the Paying Agent mailed to the Owner thereof at such Owner’s address as it appears on the Registration Books at the close of business on the preceding Record Date; provided that at the written request of the Owner of at least \$1,000,000 aggregate principal amount of the Series D Bonds, which written request is on file with the Paying Agent as of any Record Date, interest on such Series D Bonds shall be paid on the succeeding Interest Payment Date to such account as shall be specified in such written request. Principal of and premium (if any) on the Series D Bonds are payable in lawful money of the United States of America upon presentation and surrender at the Principal Office of the Paying Agent.

So long as the Series D Bonds are owned by the Original Purchaser, the following shall apply: (a) the Series D Bonds are not required to be presented and surrendered to the Paying Agent for payment at any time prior to the final maturity thereof, and (b) the Paying Agent will pay the principal of and interest on the Series D Bonds by wire transfer to the Original Purchaser in

accordance with the wire transfer instructions provided by the Original Purchaser to the Paying Agent from time to time; provided that principal on the Series D Bonds which is payable at maturity shall be made only upon presentation and surrender thereof at the Office of the Paying Agent as set forth in the preceding paragraph.

(e) Event of Taxability. Upon the occurrence of an Event of Taxability, the Bonds shall bear interest at the Taxable Rate from the date interest on the Bonds is determined by the Internal Revenue Service to be includible in the gross income of the owner thereof for federal income tax purposes.

(g) No Rating. The Bond shall not be (i) assigned a rating by any rating agency, (ii) registered with The Depository Trust Company or any other securities depository, (iii) issued pursuant to any type of offering document or official statement, or (iv) assigned CUSIP numbers by Standard & Poor's CUSIP Service Bureau.

SECTION 2.03. *Redemption*. The Series D Bonds are not subject to optional redemption prior to maturity.

The Series D Bonds are subject to mandatory sinking fund redemption on or before February 1 and August 1 in the years, and in the amounts, as set forth in the following table, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption; provided, however, that if some but not all of the Series D Bonds have been redeemed under the preceding paragraph, the aggregate principal amount of Series D Bonds to be redeemed under this paragraph shall be reduced on a pro rata basis in integral multiples of \$1,000, or on such other basis as designated pursuant to written notice filed by the District with the Paying Agent.

Sinking Fund Redemption Date	Principal
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SECTION 2.04. *Form of Bonds*. The Series D Bonds, the form of the Paying Agent's certificate of authentication and registration and the form of assignment to appear thereon shall be substantially in the forms, respectively, with necessary or appropriate variations, omissions and insertions, as permitted or required by this Agreement, as set forth in Appendix A.

SECTION 2.05. *Execution of Bonds*. The Series D Bonds shall be signed by the facsimile signature of the President of the Board and shall be attested by the facsimile signature of the Clerk of the Board. No Series D Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Agreement unless and until the certificate of authentication printed on the Series D Bond is signed by the Paying Agent as authenticating agent.

The Series D Bonds shall be in substantially the form attached hereto as Appendix A and incorporated herein by this reference, allowing those officials executing the Series D Bonds to make the insertions and deletions necessary to conform the Series D Bonds to this Agreement.

Only those Series D Bonds bearing a certificate of authentication and registration in the form set forth in Appendix A, executed and dated by the Paying Agent, shall be valid or obligatory for any purpose or entitled to the benefits of this Agreement, and such certificate of the Paying Agent shall be conclusive evidence that the Series D Bonds so registered have been duly authenticated, registered and delivered hereunder and are entitled to the benefits of this Agreement.

SECTION 2.06. *Transfer of Bonds.*

(a) Limitations on Transferability.

(i) Ownership of Series D Bonds may be transferred, in whole but not in part, only to (x) an affiliate of the Owner or (y) a bank, insurance company, or other financial institution or an affiliate of such an entity, as follows:

- (1) only to a person that is purchasing such Series D Bonds for not more than one account and not with a view to distributing such Series D Bonds, and
- (2) such transferee delivers to the District and the Paying Agent a completed and duly executed letter (a "Purchaser Letter") substantially in the form attached hereto as Appendix B, and
- (3) only whole.

The District and the Paying Agent may rely conclusively upon the information contained in any Purchaser Letter.

(ii) No Owner of Series D Bonds shall transfer such Series D Bonds to any person that such Owner does not reasonably believe has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment and is purchasing such Series D Bonds for not more than one account for investment purposes and not with a view to distributing such Series D Bonds. The transferor of ownership of Series D Bonds agrees to provide notice to any proposed transferee of such Series D Bonds of the restrictions on transfer described herein.

(iii) Each person to whom ownership of Series D Bonds is transferred pursuant hereto shall be deemed by the acceptance of such ownership to have agreed to be bound by the provisions of this Section.

(iv) The Series D Bonds shall bear a legend describing or referencing the restrictions on transferability set forth in subsections (i) and (iii) of this subsection.

Nothing herein limits the right of the Owner to sell or assign participation interests in the Series D Bonds to one or more entities listed in subsection (i), provided that any participation, custodial or similar agreement under which multiple ownership interests in the Series D Bonds are created shall not provide the method by which the owners of such interests shall establish the rights and duties of a single entity, owner, servicer or other fiduciary or agent acting on behalf of all of the assignees to act on their behalf with respect to the rights and interests of the registered Owner of the Series D Bonds, including with respect to the exercise of rights and

remedies of the registered Owner on behalf of such owners upon the occurrence of an event of default hereunder.

(b) Transfer Upon Registration Books; New Bonds. Subject to the requirements of subsection (a), any Series D Bond may, in accordance with its terms, be transferred, upon the Registration Books, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Series D Bond for cancellation at the Principal Office at the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. The District may charge a reasonable sum for each new Series D Bond issued upon any transfer.

Whenever any Series D Bond or Series D Bonds are surrendered for transfer, the District will execute and the Paying Agent will authenticate and deliver a new Series D Bond or Bonds, for like aggregate principal amount. No transfer of Series D Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series D Bonds for redemption or (b) with respect to a Series D Bond that has been selected for redemption.

The District shall provide to the Paying Agent on a continuing basis, an adequate inventory of unauthenticated Bonds to facilitate transfers. The Paying Agent agrees that it will maintain such unauthenticated Bonds in safekeeping.

SECTION 2.07. *Exchange of Bonds.* Subject to the transferability restrictions of Section 2.06, Series D Bonds may be exchanged at the Principal Office of the Paying Agent for a like aggregate principal amount of Series D Bonds of the same maturity. The District may charge a reasonable sum for each new Series D Bond issued upon any exchange (except in the case of any exchange of temporary Series D Bonds for definitive Series D Bonds). No exchange of Series D Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series D Bonds for redemption or (b) with respect to a Series D Bond after it has been selected for redemption. All cancelled Bonds held by the Paying Agent for its retention period then in effect shall thereafter be destroyed and evidence of such destruction furnished to the District upon its written request.

SECTION 2.08. *Registration Books.* The Paying Agent will keep or cause to be kept sufficient books for the registration and transfer of the Series D Bonds, which will at all times be open to inspection by the District upon reasonable notice. Upon presentation for such purpose, the Paying Agent will, under such reasonable regulations as it may prescribe, register or transfer the ownership of the Series D Bonds on the Registration Books.

ARTICLE III

SALE OF SERIES D BONDS; APPLICATION OF PROCEEDS

SECTION 3.01. *Issuance of Series D Bonds.* Upon the execution and delivery of this Agreement, the District shall execute and deliver Series D Bonds in the aggregate principal amount of \$_____ to the Paying Agent and the Paying Agent shall authenticate and deliver the Series D Bonds for the account of the Original Purchaser upon receipt of a Written Request of the District therefor.

SECTION 3.02. *Deposit and Application of Proceeds.* On the Closing Date, the proceeds of sale of the Series D Bonds in the amount of \$_____, representing the principal amount of the Series D Bonds, shall be paid by the Original Purchaser as follows:

- (a) the amount of \$_____ shall be transferred to the County Treasurer for deposit in the Building Fund.
- (b) the amount of \$_____ shall be paid by the Original Purchaser to the Paying Agent, acting as custodian, to be applied to pay Costs of Issuance in accordance with Section 3.03 hereof, \$_____ of which shall be accounted for as a first charge and subsequent draw on the Building Fund.

SECTION 3.03. *Costs of Issuance Account.* The Paying Agent shall establish a separate account known as the Costs of Issuance Account. There shall be deposited into the Costs of Issuance Account the amount specified in Section 3.02(c). The moneys in the Cost of Issuance Account shall be used solely for the purpose of the payment of Costs of Issuance upon receipt by the Paying Agent of invoices approved by the District, on or after the Closing Date. Any funds remaining in the Costs of Issuance Account on _____, 2022, shall be transferred by the Paying Agent to the County Treasurer, for deposit to the Debt Service Fund, and the Costs of Issuance Account shall be closed. The Paying Agent shall hold moneys on deposit in the Costs of Issuance Account in cash.

ARTICLE IV

SECURITY FOR THE BONDS; PAYMENT OF DEBT SERVICE

SECTION 4.01. *Security for the Bonds.*

(a) The Series D Bonds are general obligation bonds of the District, and the Board of Supervisors of the County has the power to levy *ad valorem* taxes upon all property within the District subject to taxation without limitation of rate or amount, for the payment of the Series D Bonds and the interest thereon, in accordance with and subject to Sections 15250 and 15252 of the Education Code. The District hereby directs the County to levy on all the taxable property in the District, in addition to all other taxes, a continuing direct and *ad valorem* tax annually during the period the Series D Bonds are Outstanding in an amount sufficient to pay the principal of and interest and redemption premium (if any) on the Series D Bonds when due, which moneys when collected will be placed in the Debt Service Fund.

(b) The principal of and interest on Series D Bonds do not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents or employees thereof, and neither the County, the State of California, any of its political subdivisions nor any of the officers, agents or employees thereof shall be liable thereon.

SECTION 4.02. *Building Fund.* The County Treasurer shall create and maintain a fund designated as the "Pacific Grove Unified School District, 2014 Election, Series D Building Fund," into which the proceeds from the sale of the Series D Bonds shall be deposited, to the extent required under Section 3.02(a). The County Treasurer shall maintain separate accounting for the

proceeds of the Series D Bonds, including all earnings received from the investment thereof. Amounts credited to the Building Fund for the Series D Bonds shall be expended by the District solely for the financing of projects for which the Series D Bond proceeds are authorized to be expended under the Bond Measure (which includes related Costs of Issuance). All interest and other gain arising from the investment of proceeds of the Series D Bonds shall be retained in the Building Fund and used for the purposes thereof. At the Written Request of the District filed with the County Treasurer, any amounts remaining on deposit in the Building Fund and not needed for the purposes thereof shall be withdrawn from the Building Fund and transferred to the Debt Service Fund, to be applied to pay the principal of and interest on the Series D Bonds.

If excess amounts remain on deposit in the Building Fund after payment in full of the Series D Bonds, any such excess amounts shall be transferred to the general fund of the District, to be applied for the purposes for which the Series D Bonds have been authorized or otherwise in accordance with the Bond Law.

SECTION 4.03. *Establishment of Debt Service Fund.* The County Treasurer shall establish, hold and maintain, while the Series D Bonds are outstanding, an interest and sinking fund for the Bonds to be designated the "Pacific Grove Unified School District 2014 Election, Series D General Obligation Bond Debt Service Fund" (the "Debt Service Fund"), which shall be maintained by the County Treasurer as a separate account, distinct from all other funds of the District, into which shall be paid on receipt thereof, (i) a portion of the proceeds of the Bonds under Section 3.02(b), and (ii) the proceeds of any taxes levied under Section 4.01.

Within the Bond Fund there is hereby established a separate account designated as the "Capitalized Interest Account" to be held by the County Treasurer into which shall be deposited the amount specified in Section 3.02(b). Amounts on deposit in the Capitalized Interest Account shall be transferred by the County Treasurer to the Paying Agent solely for the payment of interest on the Bonds. When the amount in the Capitalized Interest Account is fully expended for the payment of interest, the account shall be closed.

SECTION 4.04. *Pledge and Application of Debt Service Fund.* The District hereby pledges all revenues from the property taxes collected from the levy by the Board of Supervisors of the County for the payment of the Series D Bonds and amounts in the Debt Service Fund for the payment of the principal of and interest on the Series D Bonds when and as the same become due. Amounts in the Debt Service Fund shall be transferred by the County Treasurer to the Paying Agent to the extent required to pay the principal of and interest and redemption premium (if any) on the Series D Bonds when due. In addition, amounts on deposit in the Debt Service Fund shall be applied to pay the fees and expenses of the Paying Agent insofar as permitted by law, including specifically by Sections 15232 and 15233 of the Education Code.

If, after payment in full of the Series D Bonds, any amounts remain on deposit in the Debt Service Fund, the County Treasurer shall transfer such amounts to the General Fund of the District as provided in Section 15234 of the Education Code.

Notwithstanding the foregoing, proceeds of the Series D Bonds deposited in the Debt Service Fund will be used solely for interest on the Series D Bonds.

SECTION 4.05. *Investments.* All moneys held in any of the funds or accounts established with the County Treasurer hereunder shall be invested in accordance with the investment policies of the County, as such policies exist at the time of investment. Obligations purchased as an investment of moneys in any fund or account shall be deemed to be part of such fund or account.

All interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder shall be deposited in the fund or account from which such investment was made, and shall be expended for the purposes thereof. The District covenants that all investments of amounts deposited in any fund or account created by or under this Agreement, or otherwise containing proceeds of the Series D Bonds, shall be acquired and disposed of at the Fair Market Value thereof.

ARTICLE V

FINANCIAL COVENANTS; TAX COVENANTS

SECTION 5.01. *Punctual Payment.* The District will punctually pay, or cause to be paid, the principal of and interest on the Series D Bonds, in strict conformity with the terms of the Series D Bonds and of this Agreement, and it will faithfully observe and perform all of the conditions, covenants and requirements of this Agreement and of the Series D Bonds. Nothing herein prevents the District from making advances of its own moneys howsoever derived to any of the uses or purposes permitted by law.

SECTION 5.02. *Levy for Payment of Bonds.* The District shall take all steps required by law and by the County to ensure that the Board of Supervisors of the County shall annually levy a tax upon all taxable property in the District sufficient to pay the principal of and interest on the Series D Bonds as and when the same becomes due.

SECTION 5.03. *Books and Accounts; Financial Statement.* The District will keep, or cause to be kept, proper books of record and accounts, separate from all other records and accounts of the District in which complete and correct entries shall be made of all transactions relating to the expenditure of the proceeds of the Series D Bonds. Such books of record and accounts shall at all times during business hours be subject to the inspection of the Paying Agent (who shall have no duty to inspect) and the Owners of not less than 10% in aggregate principal amount of the Bonds then Outstanding, or their representatives authorized in writing.

SECTION 5.04. *Protection of Security and Rights of Bond Owners.* The District will preserve and protect the security of the Bonds and the rights of the Bond Owners, and will warrant and defend their rights against all claims and demands of all persons. From and after the sale and delivery of any of the Bonds by the District, the Bonds shall be incontestable by the District.

SECTION 5.05. *No Arbitrage.* The District shall not take, or permit or suffer to be taken by the Paying Agent or otherwise, any action with respect to the proceeds of the Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Bonds would have caused the Bonds to be "arbitrage bonds" within the meaning of section 148 of the Code.

SECTION 5.06. *Federal Guarantee Prohibition.* The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause the Bonds to be "federally guaranteed" within the meaning of section 149(b) of the Code.

SECTION 5.07. *Private Activity Bond Limitation.* The District shall assure that the proceeds of the Bonds are not so used as to cause the Bonds to satisfy the private business tests of section 141(b) of the Code or the private loan financing test of section 141(c) of the Code.

SECTION 5.08. *Maintenance of Tax-Exemption.* The District shall take all actions necessary to assure the exclusion of interest on the Bonds from the gross income of the Owners of the Bonds to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the date of issuance of the Bonds.

SECTION 5.09. *Rebate Requirement.* The District shall take any and all actions necessary to assure compliance with section 148(f) of the Code, relating to the rebate of Excess Investment Earnings, if any, to the federal government, to the extent that such section is applicable to the Bonds.

SECTION 5.10. *Information Report.* The Superintendent is hereby directed to assure the filing of an information report for the Bonds in compliance with Section 149(e) of the Code.

SECTION 5.11. *Records and Accounts.* The District shall cause to be prepared annually, within 180 days after the close of each Fiscal Year so long as any of the Bonds are Outstanding, complete audited financial statements with respect to such Fiscal Year showing all revenues and expenditures of the District for such Fiscal Year. The District shall furnish a copy of such statements to the Original Purchaser. The District shall also provide the Purchaser, upon request, with its interim financial reports and adopted annual budgets, when available, and any other financial information reasonably requested by the Purchaser.

SECTION 5.12. *No Sovereign Immunity.* The District does not enjoy any rights of immunity on the grounds of sovereign immunity in respect of its obligations under this Agreement. To the extent the District has or hereafter may acquire under any applicable law any rights to immunity from legal proceedings on the grounds of sovereignty, the District hereby waives, to the extent permitted by law, such rights to immunity for itself in respect of its obligations arising under or related to this Agreement.

SECTION 5.13. *Further Assurances.* The District will adopt, make, execute and deliver any and all such further agreements, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of this Agreement, and for the better assuring and confirming unto the Owners of the Bonds of the rights and benefits provided in this Agreement.

SECTION 5.14. *Records Retention.* The District will retain its records of all accounting and monitoring it carries out with respect to the Series D Bonds for at least 3 years after the Series D Bonds mature or are redeemed (whichever is earlier); however, if the Series D Bonds are redeemed and refunded, the District will retain its records of accounting and monitoring at least 3 years after the earlier of the maturity or redemption of the obligations that refunded the Series D Bonds.

SECTION 5.15. *Compliance with Tax Certificate.* The District will comply with the provisions of the Tax Certificate and the Use of Proceeds Certificate with respect to the Bonds, which are incorporated herein as if fully set forth herein. The covenants of this Section will survive payment in full or defeasance of the Bonds.

ARTICLE VI

THE PAYING AGENT

SECTION 6.01. *Appointment of Paying Agent.* U.S. Bank Trust Company, National Association, is hereby appointed to act as Paying Agent for the Bonds and, in such capacity, shall also act as registration agent and authentication agent for the Series D Bonds. The Paying Agent hereby agrees to use the funds deposited with it for payment of the principal of and interest on the Bonds to pay the same as it shall become due and further agrees to establish and maintain such accounts and funds as may be required for the Paying Agent to function as Paying Agent. The Paying Agent undertakes to perform such duties, and only such duties, as are specifically set forth in this Agreement, and even during the continuance of an event of default with respect to the Series D Bonds, no implied covenants or obligations shall be read into this Agreement against the Paying Agent.

The Paying Agent, provided sufficient collected funds have been deposited for such purpose by or on behalf of the District in the account designated by the Bank hereunder (the "Account"), shall pay on behalf of the District the principal of, redemption premium, if any, and interest on each Bond in accordance with the provisions of the Bond. The Paying Agent has no obligation to draw upon any account or pursuant to any letter of credit, insurance policy or other agreement or take any other action to assist the District to comply with its obligations except to the extent expressly set forth in this Agreement.

With the written consent of the Original Purchaser, the District may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor shall be a bank or trust company doing business and having an office in the State of California, having a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority. If such bank or trust company publishes a report of condition at least annually, under law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this Section 6.01 the combined capital and surplus of such bank or trust company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

The Paying Agent may at any time resign by giving written 30 days' notice to the District and the Bond Owners of such resignation. Upon receiving notice of such resignation, the District shall promptly appoint a successor Paying Agent (a "Successor Paying Agent") by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a Successor Paying Agent will become effective upon acceptance of appointment by the Successor Paying Agent. If an instrument of acceptance by a Successor Paying Agent shall not have been delivered to the Paying Agent within thirty 30 days after the Paying Agent gives notice of resignation, the Paying Agent may petition any court of competent jurisdiction at the expense of the District for the appointment of a Successor Paying Agent. In the event of resignation of the Paying Agent, upon the written request of the District and upon payment of all amounts owing to the Paying Agent hereunder the Paying Agent shall deliver to the District or its designee all funds in the Account and unauthenticated Bonds and a copy of the bond register. The provisions of Section 6.03 and Section 6.06 hereof shall survive and remain in full force and effect following the termination of this Agreement.

SECTION 6.02. *Paying Agent May Hold Bonds.* The Paying Agent may become the owner of any of the Bonds in its own or any other capacity with the same rights it would have if it were not Paying Agent.

SECTION 6.03. *Liability of Agents.* The recitals of facts, covenants and agreements herein and in the Bonds contained shall be taken as statements, covenants and agreements of the District, and the Paying Agent assumes no responsibility for the correctness of the same, nor makes any representations as to the validity or sufficiency of this Agreement or of the Bonds, nor shall incur any responsibility in respect thereof, other than as set forth in this Agreement. The Paying Agent is not liable in connection with the performance of its duties hereunder, except for its own negligence or willful default.

In the absence of bad faith, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates or opinions furnished to the Paying Agent and conforming to the requirements of this Agreement.

The Paying Agent is not liable for any error of judgment made in good faith by a District Representative in the absence of the negligence of the Paying Agent.

No provision of this Agreement requires the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers. The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys and the Paying Agent shall not be responsible for any misconduct or negligence on the part of any agent or attorney appointed with due care by it hereunder. The Paying Agent may consult with counsel, and the advice or opinion of counsel shall be full authorization and protection with respect to any action taken, suffered or omitted by it hereunder in good faith reliance thereon. The Paying Agent shall not be responsible for delays or failures in performance resulting from acts beyond its control, including without limitation acts of God, strikes, acts of war or terror, pandemics, governmental regulations, fire, communication line failures, computer viruses, power failures, or other disasters. The Paying Agent is authorized to comply with orders issued or process entered by any court. The Paying Agent may seek adjudication, including by way of interpleader, at the District's expense, of any adverse claim or controversy hereunder in a court of competent jurisdiction. The District and the Paying Agent further agree that the Paying Agent has the right to file an action in interpleader in any court of competent jurisdiction to determine the rights of any person claiming any interest herein.

The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys and the Paying Agent shall not be responsible for any misconduct or negligence on the part of any agent or attorney appointed with due care by it hereunder.

SECTION 6.04. *Notice to Agents.* The Paying Agent may rely and shall be protected in acting or refraining from acting upon any notice, resolution, request, consent, order, certificate, report, warrant, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or proper parties. The Paying Agent may consult with counsel, who may be counsel to the District, with regard to legal questions, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith.

Whenever in the administration of its duties under this Agreement the Paying Agent deems it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of bad faith on the part of the Paying Agent, be deemed to be conclusively proved and established by a certificate of the District, and such certificate shall be full warrant to the Paying Agent for any action taken or suffered under the provisions of this Agreement upon the faith thereof, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable.

SECTION 6.05. *Compensation; Indemnification.* The District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Agreement, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of their attorneys, agents and employees, incurred in and about the performance of their powers and duties under this Agreement. In addition, the District agrees to reimburse the Paying Agent, upon its request, for all reasonable out-of-pocket expenses, disbursements, and advances, including without limitation the reasonable fees, expenses, and disbursements of its agents and attorneys, incurred or made by the Paying Agent in connection with entering into and performing under this Agreement or in connection with investigating and defending itself against any claim or liability hereunder. To the extent authorized by law, the District shall indemnify the Paying Agent, its officers, directors and employees ("Indemnified Parties") for, and hold them harmless against any loss, cost, claim, liability or expense arising out of or in connection with the acceptance or administration of the Paying Agent's duties hereunder (except any loss, liability or expense as may be adjudged by a court of competent jurisdiction to have been caused by the Paying Agent's gross negligence or willful misconduct), including the cost and expense (including its counsel fees) of defending itself against any claim or liability in connection with the exercise or performance of any of its powers, rights or duties under this Agreement. Such indemnity shall survive the termination or discharge of this Agreement or discharge of the Bonds.

ARTICLE VII

REMEDIES OF BOND OWNERS

SECTION 7.01. *Events of Default Defined.* The following events constitute events of default hereunder:

- (a) Failure to pay any installment of the principal of any Series D Bonds when due.
- (b) Failure to pay any installment of interest on the Series D Bonds when due.
- (c) Failure by the District to observe and perform any of the other covenants, agreements or conditions on its part contained in this Agreement or in the Series D Bonds, if such failure has continued for a period of 30 days after written notice thereof, specifying such failure and requiring the same to be remedied, has been given to the District by the owners of a majority in aggregate principal amount of the outstanding Series D Bonds; provided, however, if in the reasonable opinion of the District the failure stated in the notice can be corrected, but not within such 30-day period, such failure shall

not constitute an event of default if the District institutes corrective action within such 30-day period and thereafter diligently and in good faith cures the failure in a reasonable period of time.

- (d) The filing by the District of a petition or answer seeking reorganization or arrangement under the federal bankruptcy laws or any other applicable law of the United States of America, or if a court of competent jurisdiction shall approve a petition, filed with or without the consent of the District, seeking reorganization under the federal bankruptcy laws or any other applicable law of the United States of America, or if, under the provisions of any other law for the relief or aid of debtors, any court of competent jurisdiction shall assume custody or control of the District or of the whole or any substantial part of its property.
- (e) The occurrence of an event having a Material Adverse Effect.

SECTION 7.02. *Remedies of Bond Owners.* Upon the occurrence and during the continuation of event of default, any Bond Owner has the right, for the equal benefit and protection of all Bond Owners similarly situated:

- (a) by mandamus, suit, action or proceeding, to compel the District and its members, officers, agents or employees to perform each and every term, provision and covenant contained in this Agreement and in the Series D Bonds, and to require the carrying out of any or all such covenants and agreements of the District and the fulfillment of all duties imposed upon it;
- (b) by suit, action or proceeding in equity, to enjoin any acts or things which are unlawful, or the violation of any of the Bond Owners' rights; or
- (c) upon the happening and continuation of any default by the District hereunder or under the Bonds, by suit, action or proceeding in any court of competent jurisdiction, to require the District and its members and employees to account as if it and they were the trustees of an express trust.

SECTION 7.03. *Remedies Not Exclusive.* No remedy herein conferred upon the Owners of the Series D Bonds shall be exclusive of any other remedy and that each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or thereafter conferred on the Bond Owners.

ARTICLE VIII

AMENDMENT OF THIS AGREEMENT

SECTION 8.01. *Amendments Effective Without Consent of the Owners.* For any one or more of the following purposes and at any time or from time to time, a Supplemental Agreement may be approved by the District and Paying Agent, which, without the requirement of consent of the Owners of the Series D Bonds, shall be fully effective in accordance with its terms:

- (a) To add to the covenants and agreements of the District in this Agreement, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Agreement as theretofore in effect;
- (b) To confirm, as further assurance, any pledge under, and to subject to any lien or pledge created or to be created by, this Agreement, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Agreement;
- (c) To cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Agreement, which in any event shall not materially adversely affect the interests of the Bond Owners, in the opinion of Bond Counsel filed with the District; or
- (d) To make such additions, deletions or modifications as may be necessary or desirable to assure exemption from federal income taxation of interest on the Series D Bonds, in the opinion of Bond Counsel filed with the District, the Paying Agent and the Original Purchaser.

Notwithstanding the foregoing provisions of this Section 8.01, so long as any of the Series D Bonds are owned by the Original Purchaser, no amendment under this Section 8.01 shall be effective without the prior written consent of the Original Purchaser.

SECTION 8.02. *Amendments Effective With Consent of the Owners.* Any modification or amendment of this Agreement and of the rights and obligations of the District and of the Owners of the Series D Bonds, in any particular, may be made by a Supplemental Agreement, with the written consent of the Owners of a majority in aggregate principal amount of the Series D Bonds Outstanding at the time such consent is given. No such modification or amendment shall permit a change in the terms of maturity of the principal of any Outstanding Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, or shall reduce the percentage of Series D Bonds the consent of the Owners of which is required to effect any such modification or amendment, or shall change any of the provisions in Section 7.01 relating to Events of Default, or shall reduce the amount of moneys pledged for the repayment of the Series D Bonds without the consent of all the Owners of such Bonds, or shall change or modify any of the rights or obligations of any Paying Agent without its written assent thereto.

SECTION 8.03. *Prohibited Amendments.* No such modification or amendment shall permit a change in the terms of maturity of the principal of any Outstanding Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, or shall reduce the percentage of Series D Bonds the consent of the Owners of which is required

to effect any such modification or amendment, or shall change any of the provisions in Section 7.01 relating to Events of Default, or shall reduce the amount of moneys pledged for the repayment of the Bonds without the consent of all the Owners of such Series D Bonds, or shall change or modify any of the rights or obligations of any Paying Agent without its written assent thereto.

ARTICLE IX

MISCELLANEOUS

SECTION 9.01. *Benefits Limited to Parties.* Nothing in this Agreement, expressed or implied, is intended to give to any person other than the District, the County, the Paying Agent, the Original Purchaser and the Owners of the Series D Bonds, any right, remedy, claim under or by reason of this Agreement. Any covenants, stipulations, promises or agreements in this Agreement contained by and on behalf of the District shall be for the sole and exclusive benefit of the Owners of the Series D Bonds.

SECTION 9.02. *Defeasance.*

(a) Discharge of Agreement. Provided that the District first obtains written confirmation from the Internal Revenue Service, or an opinion of Bond Counsel in form and substance acceptable to the Owner, which provides that doing so will not adversely affect the tax-exempt status of interest on the Series D Bonds, the Series D Bonds may be paid by the District in any of the following ways, provided that the District also pays or causes to be paid any other sums payable hereunder by the District:

- (i) by paying or causing to be paid the principal of and interest on such Series D Bonds, as and when the same become due and payable;
- (ii) by irrevocably depositing, in trust, at or before maturity, money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem such Series D Bonds; or
- (iii) by delivering such Series D Bonds to the Paying Agent for cancellation by it.

If the District pays all Outstanding Bonds and also pays or causes to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District (evidenced by a certificate of a District Representative filed with the Paying Agent, signifying the intention of the District to discharge all such indebtedness and this Agreement), and notwithstanding that any Series D Bonds have not been surrendered for payment, this Agreement and other assets made under this Agreement and all covenants, agreements and other obligations of the District under this Agreement shall cease, terminate, become void and be completely discharged and satisfied, except only as provided in Section 9.02(b). In such event, upon request of the District, the Paying Agent shall cause an accounting for such period or periods as may be requested by the District to be prepared and filed with the District and shall execute and deliver to the District all such instruments as may be necessary to evidence such discharge and satisfaction, and the Paying Agent shall pay over, transfer, assign or deliver to the District all moneys or securities or other property held by it under this Agreement which are not required for the payment of Series D Bonds not theretofore surrendered for such payment or redemption.

(b) Discharge of Liability on Bonds. Upon the deposit, in trust, at or before maturity, of money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem any Outstanding Bond (whether upon or prior to its maturity or the redemption date of such Series D Bond), provided that, if such Series D Bond is to be redeemed prior to maturity, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, then all liability of the District in respect of such Series D Bond shall cease and be completely discharged, except only that thereafter the Owner thereof shall be entitled only to payment of the principal of and interest on such Series D Bond by the District, and the District shall remain liable for such payment, but only out of such money or securities deposited with the Paying Agent as aforesaid for such payment, provided further, however, that the provisions of Section 9.02(d) shall apply in all events.

The District may at any time surrender to the Paying Agent for cancellation by it any Series D Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Series D Bonds, upon such surrender and cancellation, shall be deemed to be paid and retired.

(c) Deposit of Money or Securities with Paying Agent. Whenever in this Agreement it is provided or permitted that there be deposited with or held in trust by the Paying Agent money or securities in the necessary amount to pay or redeem any Series D Bonds, the money or securities so to be deposited or held may include money or securities held by the Paying Agent in the funds and accounts established under this Agreement and shall be:

- (i) lawful money of the United States of America in an amount equal to the principal amount of such Series D Bonds and all unpaid interest thereon to maturity, except that, in the case of Series D Bonds which are to be redeemed prior to maturity and in respect of which notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, the amount to be deposited or held shall be the principal amount or redemption price of such Series D Bonds and all unpaid interest thereon to the redemption date; or
- (ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant delivered to the District, will provide money sufficient to pay the principal or redemption price of and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Series D Bonds to be paid or redeemed, as such principal or redemption price and interest become due, provided that, in the case of Series D Bonds which are to be redeemed prior to the maturity thereof, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice.

(d) Payment of Bonds After Discharge of Agreement. Notwithstanding any provisions of this Agreement, any moneys held by the Paying Agent in trust for the payment of the principal or redemption price of, or interest on, any Series D Bonds and remaining unclaimed for two years after the principal of all of the Series D Bonds has become due and payable (whether at maturity or upon call for redemption or by acceleration as provided in this Agreement), if such moneys were so held at such date, or two years after the date of deposit of such moneys if deposited after said date when all of the Series D Bonds became due and payable, shall, upon request of the

District, be repaid to the District free from the trusts created by this Agreement, and all liability of the Paying Agent with respect to such moneys shall thereupon cease; *provided, however*, that before the repayment of such moneys to the District as aforesaid, the Paying Agent may (at the cost of the District) first mail to the Owners of all Series D Bonds which have not been paid at the addresses shown on the Registration Books a notice in such form as may be deemed appropriate by the Paying Agent, with respect to the Series D Bonds so payable and not presented and with respect to the provisions relating to the repayment to the District of the moneys held for the payment thereof.

SECTION 9.03. *Execution of Documents and Proof of Ownership by Bond Owners.* Any request, declaration or other instrument which this Agreement may require or permit to be executed by Bond Owners may be in one or more instruments of similar tenor, and shall be executed by Bond Owners in person or by their attorneys appointed in writing.

Except as otherwise herein expressly provided, the fact and date of the execution by any Bond Owner or such Owner's attorney of such request, declaration or other instrument, or of such writing appointing such attorney, may be proved by the certificate of any notary public or other officer authorized to take acknowledgments of deeds to be recorded in the state in which he purports to act, that the person signing such request, declaration or other instrument or writing acknowledged to him the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer.

Except as otherwise herein expressly provided, the ownership of registered Series D Bonds and the amount, maturity, number and date of holding the same shall be proved by the Registration Books.

Any request, declaration or other instrument or writing of the Owner of any Series D Bond shall bind all future Owners of such Series D Bond in respect of anything done or suffered to be done by the District or the Paying Agent in good faith and in accordance therewith.

SECTION 9.04. *Waiver of Personal Liability.* No Board member, officer, agent or employee of the District is individually or personally liable for the payment of the principal of or interest on the Series D Bonds. Nothing herein contained relieves any such Board member, officer, agent or employee from the performance of any official duty provided by law.

SECTION 9.05. *Indemnification.* The District agrees to indemnify, defend and save the County (including its officers, agents and employees) harmless against any and all liabilities, costs, expenses, damages and claims which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

SECTION 9.06. *Destruction of Canceled Bonds.* All Bonds surrendered for payment, redemption, transfer, exchange, or replacement, if surrendered to the Paying Agent, shall be promptly cancelled by it and, if surrendered to the District, shall be delivered to the Paying Agent and, if not already cancelled, shall be promptly cancelled by the Paying Agent. The District may at any time deliver to the Paying Agent for cancellation any Bonds previously authenticated and delivered which the District may have acquired in any manner whatsoever, and all Bonds so delivered shall be promptly cancelled by the Paying Agent. All cancelled Bonds held by the Paying Agent for its retention period then in effect and shall thereafter be destroyed and evidence of such destruction furnished to the District upon its written request.

SECTION 9.07. *Partial Invalidity.* If any section, paragraph, sentence, clause or phrase of this Agreement shall for any reason be held illegal or unenforceable, such holding shall not affect the validity of the remaining portions of this Agreement. The District hereby declares that it would have adopted this Agreement and each and every other section, paragraph, sentence, clause or phrase hereof and authorized the issue of the Series D Bonds pursuant thereto irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Agreement may be held illegal, invalid or unenforceable. If, by reason of the judgment of any court, the District is rendered unable to perform its duties hereunder, all such duties and all of the rights and powers of the District hereunder shall be assumed by and vest in the Superintendent of the District in trust for the benefit of the Bond Owners.

SECTION 9.08. *Payment on Business Days.* Whenever in this Agreement any amount is required to be paid on a day which is not a Business Day, such payment shall be required to be made on the Business Day immediately following such day, provided that interest shall not accrue from and after such day.

SECTION 9.09. *Notices.* Any notice, request, complaint, demand or other communication under this Agreement shall be given by first class mail or personal delivery to the party entitled thereto at its address set forth below, or by telecopy or other form of telecommunication, at its number set forth below. Notice shall be effective either (a) upon transmission by facsimile transmission or other form of telecommunication, (b) 48 hours after deposit in the United States mail, postage prepaid, or (c) in the case of personal delivery to any person, upon actual receipt. The District or the Paying Agent may, by written notice to the other parties, from time to time modify the address or number to which communications are to be given hereunder.

If to the District: Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, California 93950
Attention: Superintendent

If to the Paying Agent: U.S. Bank Trust Company, National Association
One California Street, Suite 1000
San Francisco, California 94111
Attn: Global Corporate Trust

If to the Original Purchaser: _____

Attention: _____

SECTION 9.10. *Unclaimed Moneys.* Anything in this Agreement to the contrary notwithstanding, subject to the laws of the State of California, any moneys held by the Paying Agent for the payment and discharge of any of the Series D Bonds which remain unclaimed for two years after the date when such Series D Bonds have become due and payable, either at their stated maturity dates, if such moneys were held by the Paying Agent at such date, or for two years after the date of deposit of such moneys if deposited with the Paying Agent after said date when such Series D Bonds become due and payable, shall, at the Written Request of the District, be repaid by the Paying Agent to the District, as its absolute property and free from trust, and the Paying Agent shall thereupon be released and discharged with respect thereto and the Bond Owners shall look only to the District for the payment of such Series D Bonds; *provided, however,* that before being required to make any such payment to the District, the Paying Agent shall, at

the expense of the District, cause to be mailed to the Owners of all such Series D Bonds, at their respective addresses appearing on the Registration Books, a notice that said moneys remain unclaimed and that, after a date named in said notice, which date shall not be less than 30 days after the date of mailing of such notice, the balance of such moneys then unclaimed will be returned to the District.

SECTION 9.11. *Execution in Several Counterparts.* This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the District and the Paying Agent shall preserve undestroyed, shall together constitute but one and the same instrument.

SECTION 9.12. *Waiver of Jury Trial; Agreement for Judicial Reference; No Sovereign Immunity.* To the fullest extent permitted by law, the District hereby waives its right to trial by jury in any action, proceeding and/or hearing on any matter whatsoever arising out of, or in any way connected with, the Series D Bonds, this Agreement or any documents relating to the Series D Bonds or this Agreement, or the enforcement of any remedy under any law, statute, or regulation. To the extent such waiver is not enforceable, the District hereby consents to the adjudication of any and all such matters pursuant to Judicial Reference as provided in Section 638 of the California Code of Civil Procedure, and the judicial referee shall be empowered to hear and determine any and all issues in such Reference whether fact or law. The District hereby represents that it does not possess and will not invoke a claim of sovereign immunity for disputes arising out of contractual claims relating to the Series D Bonds or this Agreement.

SECTION 9.13. *Governing Law* This Agreement shall be construed and governed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the PACIFIC GROVE UNIFIED SCHOOL DISTRICT has caused this Agreement to be signed in its name by its duly authorized officers and U.S. Bank Trust Company, National Association has caused this Agreement to be signed in its corporate name by its duly authorized officer, all as of the day and year first above written.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: _____
Superintendent

**U.S. BANK TRUST COMPANY, NATIONAL
ASSOCIATION,**
as Paying Agent

By: _____
Authorized Officer

[Signature page to Paying Agent Agreement dated as of April 1, 2022]

APPENDIX A**FORM OF BOND**

REGISTERED BOND NO. 1

\$

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

(Monterey County, California)

2014 ELECTION, SERIES D GENERAL OBLIGATION ED TECH® BOND

INTEREST RATE

MATURITY DATE:

DATED DATE:

REGISTERED OWNER:

PRINCIPAL SUM: *** **

THIS BOND IS SUBJECT TO RESTRICTIONS ON TRANSFERABILITY AND MAY ONLY BE TRANSFERRED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 2.06 OF THE PAYING AGENT AGREEMENT.

The PACIFIC GROVE UNIFIED SCHOOL DISTRICT (the "District"), located in Monterey County, California (the "County"), for value received, hereby promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon, calculated on a 30/360 day basis, until the Principal Amount is paid or provided for, at the Interest Rate stated above, such interest to be paid on February 1 and August 1 of each year, commencing August 1, 2022 (each, an "Interest Payment Date"). This Bond will bear interest from the Interest Payment Date next preceding the date of authentication hereof, unless (a) it is authenticated as of a business day following the 15th calendar day of the month immediately preceding any Interest Payment Date (each, a "Record Date") and on or before such Interest Payment Date, in which event it shall bear interest from such Interest Payment Date, or (b) it is authenticated on or before July 15, 2022, in which event it will bear interest from the Dated Date set forth above.

Principal, interest and redemption premium (if any) are payable in lawful money of the United States of America to the person in whose name this Bond is registered (the "Registered Owner") on the Bond registration books maintained by the Paying Agent, initially U.S. Bank Trust Company, National Association. Principal hereof and any redemption premium hereon are payable upon presentation and surrender of this Bond at the office of the Paying Agent. Interest hereon is payable by check mailed by the Paying Agent on each Interest Payment Date to the Registered Owner of this Bond by first-class mail at the address appearing on the Bond registration books at the close of business on the preceding Record Date; *provided, however*, that at the written request of the registered owner of any Bonds in an aggregate principal amount of at least \$1,000,000, which written request is on file with the Paying Agent prior to any Record Date, interest on such Bonds shall be paid on each succeeding Interest Payment Date by wire

transfer in immediately available funds to such account of a financial institution within the United States of America as specified in such written request.

So long as this Bond is owned by _____ (the “Original Purchaser”), the following shall apply: (a) this Bond is not required to be presented and surrendered to the Paying Agent for payment at any time prior to the final maturity thereof, and (b) the Paying Agent will pay the principal of and interest on this Bond by wire transfer to the Original Purchaser in accordance with the wire transfer instructions provided by the Original Purchaser to the Paying Agent from time to time; provided that principal on this Bond which is payable at maturity shall be made only upon presentation and surrender hereof at the Office of the Paying Agent as set forth in the preceding paragraph.

This Bond is one of a duly authorized issue of bonds of the District designated as “Pacific Grove Unified School District 2014 Election, Series D General Obligation Ed Tech® Bonds” (the “Bonds”) in an aggregate principal amount of \$_____, all of like tenor and date (except for such variation, if any, as may be required to designate varying numbers, maturities, interest rates or redemption and other provisions) and all issued pursuant to the provisions of Article 4.5 of Chapter 3 of Part I of Division 2 of Title 5 of the California Government Code (the “Bond Law”), pursuant to a resolution of the District adopted April 7, 2022 (the “Resolution”), authorizing the issuance of the Bonds, and a Paying Agent Agreement dated as of April 1, 2022 (the “Paying Agent Agreement”) between the District and the Paying Agent. Reference is hereby made to the Resolution and the Paying Agent Agreement (copies of which are on file at the office of the Paying Agent) and the Bond Law for a description of the terms on which the Bonds are issued and the rights thereunder of the owners of the Bonds and the rights, duties and immunities of the Paying Agent and the rights and obligations of the District thereunder, to all of the provisions of which Resolution and Agreement the Owner of this Bond, by acceptance hereof, assents and agrees.

All capitalized terms herein shall have the same meaning as the capitalized terms in the Paying Agent Agreement. Reference is hereby made to the Paying Agent Agreement (copies of which are on file at the office of the District) and the Bond Law for a description of the terms on which the Bonds are issued and the rights thereunder of the owners of the Bonds and the rights, duties and immunities of the Paying Agent and the rights and obligations of the District thereunder. Reference is made to the Paying Agent Agreement for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Bonds, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Bonds are issued and secured. The owner of this Bond assents, by acceptance hereof, to all of the provisions of the Paying Agent Agreement.

This Bond and the interest hereon and on all other Bonds and the interest thereon (to the extent set forth in the Paying Agent Agreement) are general obligations of the District. Subject to Education Code Section 15250, the Boards of Supervisors of Monterey County has the power and are obligated to levy *ad valorem* taxes for the payment of the Bonds and the interest thereon upon all property within the District subject to taxation by the District.

The principal of and interest on this Bond do not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents and employees thereof, and none of the County, the State of California, any of its political subdivisions, or any of the officers, agents and employees thereof shall be liable hereon. Except as provided in the Paying Agent Agreement, in no event shall the principal of and interest on this Bond be payable out of any funds or properties of the District other than *ad valorem* taxes levied upon all taxable property in the District.

The Bonds are not subject to optional redemption prior to maturity.

The Bonds are subject to mandatory sinking fund redemption on or before February 1 and August 1 in the years, and in the amounts, as set forth in the following table, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption; provided, however, that if some but not all of the Bonds have been redeemed under the preceding paragraph, the aggregate principal amount of Bonds to be redeemed under this paragraph shall be reduced on a pro rata basis in integral multiples of \$1,000, or on such other basis as designated pursuant to written notice filed by the District with the Paying Agent.

<u>Sinking Fund Redemption Date</u>	<u>Principal</u>
---	------------------

Ownership of this Bond may be transferred, in whole but not in part, only to a person that has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment and is (a) an affiliate of the Registered Owner or (b) a bank, insurance company, or other financial institution or an affiliate of such an entity and only if such transferee delivers to the District and the Paying Agent a completed and duly executed Purchaser Letter substantially in the form attached as Appendix B to the Paying Agent Agreement. Any Owner effecting a transfer of a Bond shall, and does hereby agree to, indemnify the District and the Paying Agent against any liability that may result if such transfer is not made in accordance with this provision of the Paying Agent Agreement. The transferor of ownership of a Bond agrees to provide notice to any proposed transferee of such Bond of the restrictions on transfer described in the Paying Agent Agreement.

If an Event of Taxability, as defined in the Paying Agent Agreement, shall occur, the principal amount of the Bonds will thereafter bear interest at the Taxable Rate, as defined in the Paying Agent Agreement.

It is certified, recited and declared that all acts and conditions required by the Constitution and laws of the State of California to exist, to be performed or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the Bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due, without limitation as to rate or amount, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

The District and the Paying Agent may treat the Owner hereof as the absolute owner hereof for all purposes, and the County, the District and the Paying Agent shall not be affected by any notice to the contrary.

This Bond shall be not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Paying Agent Agreement until the Certificate of Authentication below has been manually signed by the Paying Agent.

IN WITNESS WHEREOF, the Pacific Grove Unified School District has caused this Bond to be executed by the facsimile signature of the President of its Board of Education, and attested by the facsimile signature of the Clerk of its Board of Education, all as of the date stated above.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By _____
President
Board of Education

Attest:

Secretary
Board of Education

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Paying Agent Agreement referred to herein.

Date of Authentication:

**U.S. BANK TRUST COMPANY, NATIONAL
ASSOCIATION,**
as Paying Agent

By: _____
Authorized Signatory

ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto

(Name, Address and Tax Identification or Social Security Number of Assignee)

the within Bond and do(es) hereby irrevocably constitute and appoint _____, attorney, to transfer the same on the registration books of the Bond Registrar, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

Note: Signature(s) must be guaranteed by an eligible guarantor institution.

Note: The signature(s) on this Assignment must correspond with the name(s) as written on the face of the within Bond in every particular without alteration or enlargement or any change whatsoever.

APPENDIX B

FORM OF PURCHASER LETTER

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, California 93950

Re: \$_____ Pacific Grove Unified School District (Monterey County, California) 2014 Election, Series D General Obligation Ed Tech® Bonds

Ladies and Gentlemen:

The undersigned (the "Purchaser") is purchasing all of the outstanding Pacific Grove Unified School District (Monterey County, California) 2014 Election, Series D General Obligation Ed Tech® Bonds (the "Bonds"). The terms of the Bonds are specified in the Paying Agent Agreement dated as of April 1, 2022 (the "Paying Agent Agreement"), by and between the Pacific Grove Unified School District (the "District") and U.S. Bank Trust Company, National Association, as paying agent (the "Paying Agent"). Capitalized undefined terms used herein shall have the meanings ascribed thereto in the Paying Agent Agreement.

The Purchaser hereby certifies, represents, warrants, acknowledges, and covenants as follows:

(a) The Purchaser understands and acknowledges that the District will rely on the certifications, representations, warranties, acknowledgements, and covenants contained in this Purchaser Letter.

(b) The Purchaser is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it was incorporated or formed and is authorized to purchase the Bonds.

(c) The Purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment.

(d) The Purchaser is not purchasing the Bonds for more than one account, has no present intention to resell the Bonds, and is not purchasing the Bonds with a view to distributing the Bonds.

(e) The Purchaser has sufficient knowledge and experience in financial and business matters, including the purchase and ownership of municipal bonds and other obligations similar to the Bonds, to be capable of evaluating the merits and risks of an investment in the Bonds, and the Purchaser is able to bear the economic risks of such an investment.

(f) The Purchaser recognizes that an investment in the Bonds involves significant risks, that there is no established market for the Bonds and that none is likely to develop and, accordingly, that the Purchaser must bear the economic risk of an investment in the Bonds for an indefinite period of time.

(g) The Purchaser understands and agrees that it may resell or otherwise transfer the Bonds in whole, and not simply a portion thereof, only to an institution that (i) the Purchaser reasonably believes has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment and is purchasing the Bonds for its own account, (ii) delivers to the District an executed Purchaser Letter substantially in the form hereof, and (iii) otherwise complies in all respects with the provisions of the Paying Agent Agreement regarding such sale or transfer.

(h) The Purchaser is not relying upon the District, the Paying Agent, or any of their affiliates or employees for advice as to the merits and risks of investment in the Bonds. The Purchaser has sought such accounting, legal and tax advice as it has considered necessary to make an informed investment decision.

(i) The Purchaser has conducted its own independent examination of, and has had an opportunity to ask questions and receive answers concerning the District, the Paying Agent, the Paying Agent Agreement, the Bonds, and the security therefor, and the transactions and documents related to or contemplated by the foregoing.

(j) The Purchaser has been furnished with all documents and information regarding the District, the Paying Agent, the Paying Agent Agreement, the Bonds, and the security therefor, and the transactions and documents related to or contemplated by the foregoing, and all matters related thereto, that it has requested.

(k) The Purchaser understands that the offering and sale of the Bonds by the District to the initial purchaser were exempt from Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, pursuant to Section (d)(1)(i) of said Rule.

(l) The Purchaser understands that no disclosure document has been or is being prepared for the Bonds.

(m) The Purchaser understands that the Bonds carry no rating from any rating service.

(n) The Purchaser understands that the Bonds are not registered under the Securities Act and are not registered or otherwise qualified for sale under the "blue sky" laws and regulations of any state.

(o) The person executing this letter on behalf of the Purchaser is duly authorized to do so on the Purchaser's behalf.

IN WITNESS WHEREOF, the Purchaser has executed this Purchaser Letter as of the date set forth below.

Dated: _____

Very truly yours,

[Printed Name of Purchaser]

By: _____

Name: _____

Title: _____

- | | |
|--|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Ratification of Pacific Grove High School Instrumental Music Field Trip

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Lito Garcia, Principal, Pacific Grove High School

RECOMMENDATION:

The District Administration recommends ratification of this field trip that took place on Friday and Saturday, March 25-26, 2022, from 7:30 a.m. - 3:30 p.m. at Cabrillo College, Aptos, CA.

BACKGROUND:

The CCS (Central Coast Section of CMEA (Cal Mus Ed Assn) is an annual instrumental music competition that Pacific Grove High School regularly participates in.

INFORMATION:

This year, the request for the off campus activity was not submitted in time for the previous board meeting. 18 high school students participated.

FISCAL IMPACT:

Pacific Grove High School music budget covered the cost of the event and transportation.

Parents provided transportation on Friday, March 25.

PGUSD School buses provided transportation on Saturday, March 26. \$936.

**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 03/26/2022 Day of Activity Friday and Saturday

Location of Activity Cabrillo College City Aptos County Santa Cruz

School PG High School Class or Club Band and Orchestra Grade Level/s 9-12

School Departure Time 7:30 AM

Pickup Time from Place of Activity 3:30 PM

Name of Employee Accompanying Students George Warren

Number of Adults 1 Number of Students 18

Description of Activity/Educational Objective

Honor band and orchestra. Development of professional musicianship and musical skills.

Date of Activity should read 3/25 and 3/26 - PGUSD Bus 3-26-2022 ONLY

List All Stops Cabrillo College

Means of Transportation: School Bus

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

**If using District vans, driver names must be listed: 3/25: George Warren, Michelle Ford

Cost of Activity \$ _____ + Cost of Transportation \$ 936.00 = Total \$ 936.00

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

Account Code: N/A

Requested by: JH for GW / George Warren Date 03/25/2022
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 03/25/2022

Transportation Department/District Office Use

() School Bus () Charter (x) Available () Not available Date Received 03/25/2022

Cost Estimate \$ 231.00 Bus / 705.00 Driver

Approved by Transportation Supervisor: Lori Aiello Date 03/25/2022

Approved by Assistant Superintendent: song chinbendib Date 03/25/2022

Date of Board Approval 04/07/2022

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |
-

SUBJECT: Robert H. Down Elementary Engraved Brick Fundraiser for Jen Hinton Field

DATE: April 7, 2022

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Robert H. Down PTA engraved brick fundraiser and installation of bricks onto Jen Hinton Field.

BACKGROUND:

For several years, Principal Sean Keller and RHD Parent Dan Miller have been discussing where to place engraved bricks for an RHD fundraiser. With the steps leading from the intermediate blacktop up to Jen Hinton Field often being covered with dirt and a student suffering an injury this past fall after slipping, the area at the top of the steps was chosen as the best spot to place the bricks. The RHD PTA has generously accepted this fundraiser and will collect monies through their online store with the help from Laser Impressions (<https://www.laserimpressions.com/laser-engraved-bricks/>), the same company Pacific Grove High School used for its 2006 Pride Place brick fundraiser.

INFORMATION:

The 2022 RHD PTA Brick fundraiser is being held in conjunction with the centennial celebration of the Pacific Grove Grammar School and Robert H. Down Elementary building. Engraved bricks will provide thousands of students, families, and staff the opportunity to honor someone that has been a mentor teacher or outstanding volunteer. Parents will also have the opportunity to showcase their student's artwork from today along with any participant to choose from a wide variety of logos or clip art to design their brick.

The area on Jen Hinton Field is a 28' x 20' patch of dirt that will require digging and resurfacing along with prepping the area to make it flat and ready for the brick install. Each 4' x 8' brick will be sold for \$50 and 8' x 8' bricks sold for \$75. Depending on the amount of bricks sold will determine if the area will be larger or smaller than the current patch of dirt. See pictures below.

The funds raised will pay for a professionally licensed landscaping/masonry company to perform the work along with an Independent Consultant Agreement being forwarded to the Board and reviewed by the new Director of Maintenance Operations and Facilities who will help in the selection of the company.

Once this project is completed, it will make it safer for students, staff, and community members to use the steps during school, community sport activities, and the annual Butterfly Bazaar, which hopefully will return in Fall 2022.

FISCAL IMPACT:

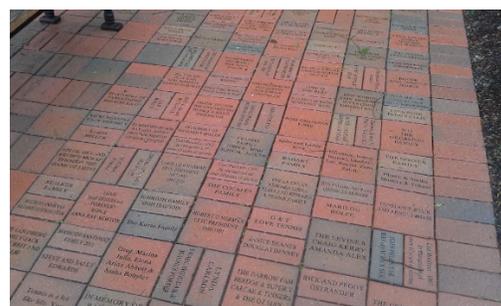
None. All monies will be raised through the brick fundraiser. Bricks will be shipped for free.



South view of the dirt patch entering Jen Hinton Field.



North view of the dirt patch. This area often becomes muddy and slippery in heavy fog and after rain. It is the main artery to and from Jen Hinton Field.



Samples of Laser Impressions Engraved Bricks campaigns.

SUBJECT: 2022–23 School Calendar and 2023-24 School Calendar (2 year model)

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

RECOMMENDATION:

The Administration recommends that the Board approve the 2022-23 and 2023-24 school year calendar or direct staff to other options.

BACKGROUND and INFORMATION:

The calendar is a negotiable item. The calendar committee consisting of two PGTA members, two CSEA members, and two Administrators, met to create two calendar options to present to the Board.

Four options (2 for each year) were originally presented to employees and voted on through a survey. Of those who participated, PGTA represented 50.5%, CSEA 35.2%, and Non Represented 14.3% of the vote. The calendars were adjusted as much as possible to meet the needs based on comments received and then sent to employees again through email for any additional comments. The calendar presented for each year represents the culmination of the process.

In each calendar all holidays during the school year are represented, there is a full week for Fall Break, a full week for the President’s Holiday and a full week for Spring Break. Each calendar maintains a 180 day instructional calendar with students having minimum days or a day off prior to Thanksgiving, and minimum student days prior to Winter Break and before Spring Break. This calendar also maintains Fall Break away from the weekend of the Butterfly Parade which is optimal for teachers and families. Important for instruction is that the number of instructional days in each semester are fairly well balanced.

2022-23 Calendar Highlights

New hire orientation is 7/29

First Certificated professional development day is on Monday, August 1.

School begins on Thursday, Aug. 4

Fall Break is October 10-14, the second week after the Butterfly Parade weekend

Wednesday, Nov. 23 is a minimum day for students and classified staff prior to Thanksgiving

Friday, December 16 is a minimum day for students and classified staff prior to Winter Break

The day after Winter Break, Monday, Jan. 2, is a teacher work day

February 13-17 is the President’s holiday and break

February 20 is a Professional Development Day

April 7 is a minimum day for students and classified staff prior to Spring break

Spring Break is April 10-14

Last Day of School is Friday, May 26, a minimum day for students and classified staff

First Semester = 88 Student Days

Second Semester = 92 Student Days

2023-2024 Calendar Highlights

New hire orientation is August 3

First Certificated professional development day is on Friday, August 4

School begins on Wednesday, Aug. 9

Fall Break is October 16-20, the second week after the Butterfly Parade weekend

The Wednesday before Thanksgiving, Nov. 22, is a minimum day for students, and an early release day for classified employees

Friday, December 22 is a minimum day for students and classified staff, prior to Winter Break

The day after Winter Break, Monday, Jan. 8, is a teacher work day

President's Holiday and Break is 2/12-2/16

February 19 is a Professional Development Day

April 5 is a minimum day for students and classified staff prior to Spring break

Spring Break is April 8-12

Last Day of School is May 31 and a minimum day for students and classified staff

First Semester = 83 Student Days

Second Semester = 96 Student Days

FISCAL IMPACT:

Adoption of these calendars meets all of the State requirements for funding as students will be in class for 180 days as required and teachers will work 185 days except for new teachers who will work 186 days, consistent with current contract language. There is no adverse fiscal impact resulting from the adoption of the calendars as proposed.

Pacific Grove Unified School District - Option 2 - 2023-2024

180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2023	23	24	25	26	27	8/3	New Hire Orientation
	31	1	2	3	4	8/4	Professional Development Day (Non Student Day)
Aug 2023	7	8	9	10	11	8/7	Welcome
	14	15	16	17	18	8/8	Teacher Prep Day (Non Student Day)
	21	22	23	24	25	8/9	First day of School
	28	29	30	31	1		
Sept 2023	4	5	6	7	8	9/4	Labor Day Holiday
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
Oct 2023	2	3	4	5	6	10/6	End of 1st Quarter (46 days)
	9	10	11	12	13	10/7	Butterfly Parade
	16	17	18	19	20	10/16-10/20	Fall Break
	23	24	25	26	27		
	30	31	1	2	3		
Nov 2023	6	7	8	9	10	10/10	Veterans day Holiday
	13	14	15	16	17	11/22	Minimum Day for Students and Classified Staff
	20	21	22	23	24	11/23-11/24	Thanksgiving Holiday
	27	28	29	30	1		
Dec 2023	4	5	6	7	8	12/15	End of 2nd Quarter (41 days)
	11	12	13	14	15	12/15	End of 1st Semester (83 days)
	18	19	20	21	22	12/22	Minimum Day for Students and Classified Staff
	25	26	27	28	29	12/25-1/5	Winter Break
Jan 2024	1	2	3	4	5	12/25-1/5	Winter Break
	8	9	10	11	12	1/8	Teacher Prep Day (Non Student Day)
	15	16	17	18	19	1/15	Martin Luther King Holiday
	22	23	24	25	26		
	29	30	31	1	2		
Feb 2024	5	6	7	8	9		
	12	13	14	15	16	2/12-2/16	Presidents' Holiday
	19	20	21	22	23	2/19	Professional Development Day (Non Student Day)
March 2024	26	27	28	29	1		
	4	5	6	7	8	3/8	End of 3rd Quarter (42 days)
	11	12	13	14	15		
	18	19	20	21	22		
April 2024	25	26	27	28	29		
	1	2	3	4	5	4/5	Minimum Day for Students and Classified Staff
	8	9	10	11	12	4/8-4/12	Spring Break
	15	16	17	18	19		
	22	23	24	25	26		
May 2024	29	30	1	2	3	5/24	End of 4nd Quarter (54 days)
	6	7	8	9	10	5/24	End of 2nd Semester (96 days)
	13	14	15	16	17	5/27	Memorial Day
	20	21	22	23	24	5/31	Last day of School
	27	28	29	30	31	5/31	Minimum Day for Students and Classified Staff
	First Day/Last Day of School						Breaks
	Professional Development Day/Teacher Prep Day						Holiday (8 total)
	Welcome						Local Holiday (5 total)
	Minimum Day for Students and Classified Staff (4 total)						
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	
Leap year, this calendar has one extra day we need to omit to make it 180							

Pacific Grove Unified School District - Option 2 - 2023-2024

180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2023	23	24	25	26	27	8/3	New Hire Orientation
	31	1	2	3	4	8/4	Professional Development Day (Non Student Day)
Aug 2023	7	8	9	10	11	8/7	Welcome
	14	15	16	17	18	8/8	Teacher Prep Day (Non Student Day)
	21	22	23	24	25	8/9	First day of School
	28	29	30	31	1		
Sept 2023	4	5	6	7	8	9/4	Labor Day Holiday
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	25	26	27	28	29		
Oct 2023	2	3	4	5	6	10/6	End of 1st Quarter (46 days)
	9	10	11	12	13	10/7	Butterfly Parade
	16	17	18	19	20	10/16-10/20	Fall Break
	23	24	25	26	27		
	30	31	1	2	3		
Nov 2023	6	7	8	9	10	10/10	Veterans day Holiday
	13	14	15	16	17	11/22	Minimum Day for Students and Classified Staff
	20	21	22	23	24	11/23-11/24	Thanksgiving Holiday
	27	28	29	30	1		
Dec 2023	4	5	6	7	8	12/15	End of 2nd Quarter (41 days)
	11	12	13	14	15	12/15	End of 1st Semester (83 days)
	18	19	20	21	22	12/22	Minimum Day for Students and Classified Staff
	25	26	27	28	29	12/25-1/5	Winter Break
Jan 2024	1	2	3	4	5	12/25-1/5	Winter Break
	8	9	10	11	12	1/8	Teacher Prep Day (Non Student Day)
	15	16	17	18	19	1/15	Martin Luther King Holiday
	22	23	24	25	26		
	29	30	31	1	2		
Feb 2024	5	6	7	8	9		
	12	13	14	15	16	2/12-2/16	Presidents' Holiday
	19	20	21	22	23	2/19	Professional Development Day (Non Student Day)
March 2024	26	27	28	29	1		
	4	5	6	7	8	3/8	End of 3rd Quarter (42 days)
	11	12	13	14	15		
	18	19	20	21	22		
April 2024	25	26	27	28	29		
	1	2	3	4	5	4/5	Minimum Day for Students and Classified Staff
	8	9	10	11	12	4/8-4/12	Spring Break
	15	16	17	18	19		
	22	23	24	25	26		
May 2024	29	30	1	2	3		
	6	7	8	9	10	5/24	End of 4th Quarter (54 days)
	13	14	15	16	17	5/24	End of 2nd Semester (96 days)
	20	21	22	23	24	5/27	Memorial Day
	27	28	29	30	31	5/31	Last day of School
					5/31	Minimum Day for Students and Classified Staff	
	First Day/Last Day of School						Breaks
	Professional Development Day/Teacher Prep Day						Holiday (8 total)
	Welcome						Local Holiday (5 total)
	Minimum Day for Students and Classified Staff (4 total)						
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	
Leap year, this calendar has one extra day we need to omit to make it 180							

SUBJECT: Revised Job Description for Confidential Position of Administrative Assistant to the Assistant Superintendent of Business Services

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Billie Mankey, Director II Human Resources and Song Chin-Bendib, Assistant Superintendent of Business Services

RECOMMENDATION:

The District Administration recommends the Board review and approve the proposed position updates.

BACKGROUND/INFORMATION:

Our current Administrative Assistant to the Assistant Superintendent of Business Services is retiring. This position is an 8 hour per day, 12 month per year position at the District Office working under the direction of the Assistant Superintendent of Business Services. The job description was last revised and approved by the Board on September 1, 2011.

When positions become vacant, we review the current needs and adjust accordingly. This revised job description provides additional detail in the responsibility of the position. The job description clearly states the independent nature of the responsibilities of this position and the high level of responsibility. Some of the recommended additions are as follows:

- Prepares daily bank deposits for incoming funds
- Maintains revolving cash and cash receipt accounts, disperses funds and reconciles bank accounts
- Responsible for the deposit and transmitting to the Monterey County Office of Education all funds received by the District
- Accounts for all cafeteria funds
- Conducts billing and collections for all Accounts Receivable
- Assists school sites for initial approval of site purchase orders, and preliminary recording of expenditures
- Process interdistrict agreements
- Coordinates use of District facilities by outside organizations and individuals
- Issues transportation passes
- Processes, maintains and facilitates student residency verifications, intra and interdistrict transfers

FISCAL IMPACT:

None. This position is currently accounted for in the budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES - CONFIDENTIAL**

DEFINITION: Serves at the District Level as an assistant to the Assistant Superintendent of Business Services. Duties and responsibilities require a high level of specialized and technical knowledge, responsibility, initiative and independent decision-making covering a broad range of district level activities and are performed under minimal direction. Relieves the administrator of routine administrative duties, provides general information and assistance to site administrators, classified supervisors, and to the public.

Positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations.

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

- Perform a variety of complex, high-level clerical functions for the Assistant Superintendent of Business Services in support of all departments under the direction of Business Services
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings
- Prepare report drafts; compile, assemble and summarize data for a variety of reports, including special projects
- In coordination with the Superintendent's office, draft and prepare agenda items for Board of Education meetings
- Review and prepare items submitted by others
- Review and update administrative details not requiring the immediate attention of a District administrator
- Arrange committee and other meetings and send notices; may attend to take minutes; prepare summaries and distribute to appropriate staff
- Prepare and maintain accurate budget materials, records and reports
- Maintain the administrator's appointment calendar; schedule meetings and appointments
- Receive and appropriately respond to telephone calls, requests for information, and complaints
- Prepare all purchase orders, expense vouchers, work orders and office supply orders
- Compose and type publicity for newspapers, radio and television
- Assist in training and monitoring of work done by clerical support staff
- Share responsibility for monitoring the copier and training operators
- Respond to emergencies.
- Prepares daily bank deposits for incoming funds
- Maintains revolving cash and cash receipt accounts, disperses funds and reconciles bank accounts
- Responsible for the deposit and transmitting to the Monterey County Office of Education all funds received by the District
- Accounts for all cafeteria funds
- Conducts billing and collections for all Accounts Receivable
- Assists school sites for initial approval of site purchase orders, and preliminary recording of expenditures
- Process interdistrict agreement

POSITION TITLE: ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued*

- Coordinates use of District facilities by outside organizations and individuals
- Issues transportation passes
- Processes, maintains and facilitates student residency verifications, intra and interdistrict transfers
- Maintain confidentiality
- Other duties as assigned

QUALIFICATIONS REQUIRED:

- Type at a minimum speed of 60 net words per minute
- Ability to use a computer and other office equipment
- Efficient use of computer programs

Knowledge of:

- Functions and basic secretarial operations of a school district's administration office
- Modern office methods, practices, and procedures; receptionist and telephone techniques
- Proper English usage, spelling, grammar and punctuation; techniques of business letter and report writing
- Provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the functions of Business Services
- School District policies and procedures
- Principles and procedures of record keeping
- Basic and complex budgeting principles and practices

Ability to:

- Work independently; organize and prioritize work effectively
- Understand and carry out complex oral and written directions
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents
- Act independently and make minor decisions based on established procedures
- Work under pressure and with frequent interruptions and in stressful situations with diplomacy and tact
- Perform research, compiling information from a variety of sources
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Analyze situations quickly and suggest appropriate action
- Establish and maintain effective working relationships with administrators, district employees, and the community
- Make mathematical calculations quickly and accurately
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Must be able to work well independently and as part of a team

POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued*

EDUCATION AND EXPERIENCE REQUIRED:

- Four years of broad, varied and increasingly responsible paid experience in secretarial work, preferably in the field of public education
- Completion of the twelfth grade
- A college degree in business, secretarial science or a related business field or supplemental college coursework in these defined areas is desirable

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

Ability to:

- Sit for extended periods of time
- 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, and stoop
- Lift and carry 20 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Work under stressful conditions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment often subject to deadlines and stress. Sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable
- 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 January 8, 1987 (ref. 5731)
 Revised and Approved: September 1, 2011, April 7, 2022

- Student Learning and Achievement
 Health and Safety of Students and Schools
 Credibility and Communication
 Fiscal Solvency, Accountability and Integrity

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: 2020-2021 Financial Audit Report and Measures A & D Financial & Performance Audit Report

DATE: April 7, 2022

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

RECOMMENDATION:

The District Administration recommends that the Board review and accept the 2020-2021 Financial Audit and Measures A & D Financial & Performance Audit reports as presented.

BACKGROUND:

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

INFORMATION:

The District's audit was performed by Eide Bailly LLP. Electronic copies have been distributed to the Board members and are available to the public upon request, or the report can be viewed on the District website. A representative from the audit firm will present the 2020-21 final audit virtually at the Board meeting.

Attached are the following reports:

1. 2020-21 Financial Audit

- a. Auditor's Opinion (page 2) – The most important part of the audit report is the auditor's opinion of the District's financial statements. In the second paragraph of page 2, the Auditor issues an unqualified opinion where the auditor states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Pacific Grove Unified School District, as of June 30, 2021....". An unqualified opinion is the cleanest opinion an auditor can express, and means that the auditors found nothing in the District financial statements that was materially in error. The same is stated on page 91 under the "Summary of Auditor's Results" which states "*unmodified*" for the Financial Statements, Federal Awards, and State Compliance.

- b. Financial Statement, Federal Awards, and State Compliance Audit Findings (pages 92-94) – The audit report identifies **no** audit findings in these areas

2. **Associated Student Body (ASB) findings**

Historical procedures were not performed over ASB in 2020-21 due to the limited receipts received during the fiscal year and also the unique environment caused by the impacts of Covid-19. The auditors are expecting to resume procedures over ASB in the 2021-22 fiscal year but that is dependent on the size of the ASB and the risk assessment.

Additionally, ASB receipts are in Fund 08 which is maintained outside of the District normal general ledger and the District has chosen to update Standardized Account Code Structure (SACS) Fund 08 at the end of the year for reporting purposes.

3. **2020-21 Measures A and D Financial and Performance Audit**

- a. An unqualified opinion has been issued, just like the District Financial Audit, on the Measures A and D Financial and Performance Audits. It is the cleanest opinion an auditor can express where the auditor found that, on page 2, “..the financial statements referred to above present fairly, in all material respects, the financial position of the Building Fund (Measures A and D) of Pacific Grove Unified School District as of June 30, 2021, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America
- b. Schedule of Findings and Questioned Costs – none reported, page 19
- c. Summary of Schedule of Prior Audit Findings – none reported, page 20

Page 18 of the Independent Auditor’s Report on Performance concludes, “The results of our tests indicated that, in all significant respects, the Pacific Grove Unified School District has properly accounted for the expenditures held in Building Fund (Measures A and D) and that such expenditures were made for *authorized* Bond projects”.

4. **Communication with Governance Letter relating to the District’s Financial Audit**

It explains Eide Bailly’s responsibility in relation to the Financial Statement Audit under Generally Accepted Auditing Standards and Government Auditing Standards and their Compliance Audit under the Uniform Guidance.

5. **Communication with Governance Letter relating to the District’s Bond Audit**

It explains Eide Bailly’s responsibility in relation to the Financial Statement Audit of the District’s Building Fund (Measures A & D) under Generally Accepted Auditing Standards and Government Auditing Standards and the Performance Audit under Government Auditing Standards.

FISCAL IMPACT:

None.



Financial Statements
June 30, 2021

Pacific Grove Unified School District

Pacific Grove Unified School District

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Independent Auditor's Report

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pacific Grove Unified School District (the District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Pacific Grove Unified School District, as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Change in Accounting Principle

As discussed in Notes 1 and 19 to the financial statements, Pacific Grove Unified School District has adopted the provisions of GASB Statement No. 84, *Fiduciary Activities*, which has resulted in a restatement of the net position and fund balance as of July 1, 2020. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

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

Other Information

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

The combining non-major governmental fund financial statements, the schedule of expenditures of federal awards, and the other supplementary information listed in the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining non-major governmental fund financial statements, the schedule of expenditures of federal awards, and the other supplementary information listed in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 23, 2022 on our consideration of Pacific Grove Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Pacific Grove Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pacific Grove Unified School District's internal control over financial reporting and compliance.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP". The signature is written in black ink and is positioned above the typed name and date.

Fresno, California
March 23, 2022



www.pgusd.org

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This section of Pacific Grove Unified School District's (2020-2021) annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2021, with comparative information as of June 30, 2020. Please read it in conjunction with the District's financial statements, which immediately follow this section.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Financial Statements

The financial statements presented herein include all of the activities of the Pacific Grove Unified School District (the "District") using the integrated approach as prescribed by GASB Statement Number 34.

The *Government-Wide Financial Statements* present the financial picture of the District from the economic resources measurement focus using the accrual basis of accounting. These statements include all assets of the District (including capital assets), deferred outflows of resources, as well as all liabilities (including long-term liabilities), and deferred inflows of resources. Additionally, certain eliminations have occurred as prescribed by the statement in regards to interfund activity, payables, and receivables.

Governmental Activities are prepared using the economic resources measurement focus and the accrual basis of accounting.

The *Fund Financial Statements* include statements for each of the two categories of funds which are governmental and fiduciary.

The *Governmental Funds* are prepared using the current financial resources measurement focus and modified accrual basis of accounting.

The *Fiduciary Funds* are custodial funds. Custodial funds focus reporting on net position and changes in net position.

Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences created by the integrated approach.

The Primary unit of the government is the Pacific Grove Unified School District.

REPORTING THE DISTRICT AS A WHOLE

The Statement of Net Position and the Statement of Activities

The *Statement of Net Position* and the *Statement of Activities* report information about the District as a whole and about its activities. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the District using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position and changes in them. Net position is the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources, which is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position will serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Other factors to consider are changes in the District's property tax base and the condition of the District's facilities.

The relationship between revenues and expenses is the District's *operating results*. Since the governing board's responsibility is to provide services to our students and not to generate profit as commercial entities do, one must consider other factors when evaluating the overall health of the District. The quality of the education and the safety of our schools will likely be an important component in this evaluation.

In the *Statement of Net Position* and the *Statement of Activities*, we present the District activities as follows:

Governmental Activities - The District reports all of its services in this category. This includes the education of kindergarten through grade twelve students, adult education students, the operation of child development activities, and the on-going effort to improve and maintain buildings and sites. Property taxes, state income taxes, user fees, interest income, federal, state and local grants, as well as general obligation bonds, finance these activities.

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds - not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money that it receives from the U.S. Department of Education.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

Governmental Funds - All of the District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The differences of results in the governmental fund financial statements to those in the government-wide financial statements are explained in a reconciliation following each governmental fund financial statement.

THE DISTRICT AS TRUSTEE

Reporting the District's Fiduciary Responsibilities

The District is the trustee, or *fiduciary*, for funds held on behalf of others. The District's fiduciary activities are reported in the *Statement of Fiduciary Net Position* and the *Statement of Changes in Fiduciary Net Position*. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

THE DISTRICT AS A WHOLE

Net Position

The District's net position was \$(20,113,504) for the fiscal year ended June 30, 2021, and \$(19,928,685) million for the fiscal year ended June 30, 2020, a decrease of \$184,819. Of this amount, \$7,286,851 million was restricted. Restricted net position is reported separately to show legal constraints from debt covenants grantors, constitutional provisions and enabling legislation that limit the School Board's ability to use net position for day-to-day operations. Our analysis below, in summary form, focuses on the net position (Table 1) and change in net position (Table 2) of the District's governmental activities.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

Table 1

	Governmental Activities	
	2021	2020 as Restated
Assets		
Current and other assets	\$ 26,101,486	\$ 15,160,270
Capital assets	51,717,432	53,541,674
Total assets	<u>77,818,918</u>	<u>68,701,944</u>
Deferred outflows of resources	<u>14,189,845</u>	<u>14,377,532</u>
Liabilities		
Current liabilities	4,091,440	1,332,747
Long-term liabilities	<u>103,008,006</u>	<u>95,878,223</u>
Total liabilities	<u>107,099,446</u>	<u>97,210,970</u>
Deferred inflows of resources	<u>5,022,821</u>	<u>5,797,191</u>
Net Position		
Net investment in capital assets	11,597,305	12,017,485
Restricted	7,286,851	5,453,995
Unrestricted	<u>(38,997,660)</u>	<u>(37,400,165)</u>
Total net position	<u>\$ (20,113,504)</u>	<u>\$ (19,928,685)</u>

The \$(20,113,504) in net position of governmental activities represents the accumulated results of all past years' operations.

Changes in Net Position

The results of this year's operations for the District as a whole are reported in the *Statement of Activities*. Table 2 takes the information from the Statement and rearranges it slightly so you can see our total revenues for the year.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

Table 2

	Governmental Activities	
	2021	2020*
Revenues		
Program revenues		
Charges for services	\$ 3,435	\$ 337,879
Operating grants and contributions	9,245,852	5,396,312
General revenues		
Federal and State aid not restricted	3,323,611	3,394,242
Property taxes	34,725,394	31,689,545
Other general revenues	969,132	2,589,238
Total revenues	<u>48,267,424</u>	<u>43,407,216</u>
Expenses		
Instruction-related	33,009,459	31,305,940
Pupil services	4,591,248	4,135,035
Administration	4,191,573	3,308,617
Plant services	4,296,971	4,265,029
All other services	2,362,992	2,606,620
Total expenses	<u>48,452,243</u>	<u>45,621,241</u>
Change in net position	<u>\$ (184,819)</u>	<u>\$ (2,214,025)</u>

* The revenues and expenses for fiscal year 2020 were not restated to show the effects of GASB 84 for comparative purposes.

Governmental Activities

As reported in the *Statement of Activities*, the cost of all of our governmental activities this year was \$48,452,243, as compared to \$45,621,241 million in the prior year. The amount that our taxpayers financed for these activities through local taxes was \$34,725,394 million because the cost was paid by those who benefited from the programs of \$3,435 or by other governments and organizations who subsidized certain programs with grants and contributions of \$9,245,852. We paid for the remaining "public benefit" portion of our governmental activities with \$3,323,611 million in unrestricted Federal and State funds and \$969,132 million in other revenues, like interest and general entitlements.

In Table 3, we have presented the cost and net cost of each of the District's largest functions: instruction, pupil services, administration, plant services, and all other services. As discussed above, net cost shows the financial burden that was placed on the District's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits provided by that function.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

Table 3

	Total Cost of Services		Net Cost of Services	
	2021	2020*	2021	2020*
Instruction-related	\$ 33,009,459	\$ 31,305,940	\$ (26,646,384)	\$ (26,927,328)
Pupil services	4,591,248	4,135,035	(2,974,350)	(3,102,905)
Administration	4,191,573	3,308,617	(3,983,082)	(3,201,015)
Plant services	4,296,971	4,265,029	(4,102,301)	(4,095,071)
All other services	2,362,992	2,606,620	(1,496,839)	(2,560,731)
Total	\$ 48,452,243	\$ 45,621,241	\$ (39,202,956)	\$ (39,887,050)

* The total cost of services and net cost of services for fiscal year 2020 were not restated to show the effects of GASB 84 for comparative purposes.

THE DISTRICT'S FUNDS

As the District completed this year, our governmental funds reported a combined fund balance of \$22,010,046 while the prior year reported \$13,827,523, which is an increase of \$8,182,523 (Table 4).

Table 4

Governmental Funds	Balances and Activity			
	July 1, 2020 as Restated	Revenues and Other Financing Sources	Expenditures and Other Financing Uses	June 30, 2021
General	\$ 5,419,004	\$ 39,047,848	\$ 37,620,344	\$ 6,846,508
Student Activities	636,220	136,363	141,382	631,201
Adult Education	1,922,958	2,329,583	2,041,884	2,210,657
Child Development	284	445,578	315,379	130,483
Cafeteria	56,696	838,941	578,491	317,146
Deferred Maintenance	74,714	94,167	18,741	150,140
Building	2,134,074	6,437,974	1,763,210	6,808,838
Special Reserve Fund for Capital Outlay Projects	231,708	233,936	117,036	348,608
Bond Interest and Redemption	3,351,865	5,443,371	4,228,771	4,566,465
Total	\$ 13,827,523	\$ 55,007,761	\$ 46,825,238	\$ 22,010,046

The Fund balance in General Fund increased by \$1,427,504 over the prior year. The Building Fund increased \$4,674,764 from prior year primarily due to proceeds from the sale of bonds. The Bond Interest and Redemption Fund showed an increase \$1,214,600 due to taxes received being greater than payments on bonds. The District's non-major funds showed an overall increase of \$865,655.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

General Fund Budgetary Highlights

Over the course of the year, the District revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. The final amendment to the budget was adopted on March 4, 2021 as the 2020-2021 Second Interim Report. A schedule showing the District's original and final budget amounts compared with amounts actually paid and received is provided in our annual report.

The District projected a decrease in General Fund balance of \$90,984. However, revenues were \$272,346 less than expected and expenditures and transfers out were \$1,790,834 less than projected, resulting in an actual increase to the fund of \$1,427,504.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2021, the District had \$51,717,432 in a broad range of capital assets (net of depreciation), including land, buildings, and furniture and equipment. At June 30, 2020, the District's capital assets were \$53,541,674. This amount represents a net decrease (including additions, deductions and depreciation) of \$1,824,242 from prior year (Table 5).

Table 5

	<u>Governmental Activities</u>	
	<u>2021</u>	<u>2020</u>
Land and construction in progress	\$ 961,392	\$ 217,496
Buildings and improvements	50,319,957	52,660,952
Equipment	<u>436,083</u>	<u>663,226</u>
Total	<u>\$ 51,717,432</u>	<u>\$ 53,541,674</u>

We present more detailed information about our capital assets in the Notes to Financial Statements.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

Long-Term Liabilities

At the end of this year, the District had \$103,008,006 in liabilities outstanding versus \$95,878,223 last year, an increase of \$7,129,783. The long-term liabilities of the District include the following:

Table 6

	Governmental Activities	
	2021	2020
Long-Term Liabilities		
General obligation bonds	\$ 44,143,000	\$ 41,023,000
Unamortized premiums/(discounts)	3,993,052	3,822,668
Capital leases	225,191	332,649
Compensated absences	226,405	220,199
Net OPEB liability	9,523,741	7,821,673
Aggregate net pension liability	44,896,617	42,658,034
	<u>\$ 103,008,006</u>	<u>\$ 95,878,223</u>

The District's S&P bond rating as of the most recent bond issuance was "AA".

SIGNIFICANT ACCOMPLISHMENTS OF FISCAL YEAR 2020-2021 ARE NOTED BELOW:

Entire Network Upgrade to Cisco Meraki

Switching/Routing and Wireless access has been fully moved to Meraki Solution

Chromebook Fleet Replacement 2000 devices

All 2-12 students are now using new Dell 3100 Chromebooks

Personal Protective Equipment

The most significant project was getting our school sites ready for COVID. We made handwashing stations, upgrades and maintenance to HVAC, applied Nanotech, installed plexiglass, and installed thermostats.

High School Principal Office

Improvements to the High School Principal's office for confidentiality. Added sound barriers to the interior wall so principal could meet with parents and students in confidence.

Pacific Grove Unified School District
Management's Discussion and Analysis
June 30, 2021

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In considering the District Budget for the 2021-2022 year, the District Board and management used the following key assumptions in our revenue and expenditure forecasts:

1. Property tax revenues are budgeted to increase by 4.15% based on the District's best estimates of the current property tax receipts.
2. District will remain in basic aid status.
3. Federal income is expected to remain flat, except the new ESSER funds.
4. The District will continue to carry over any unspent CARES, ESSER or AB 86 funds.
5. CalPERS and CalSTRS contribution rates are budgeted as recommended by the actuary and set by the CalPERS Board correspondingly.
6. 2021-2022 Adopted Budget has not incorporated any salary increases as negotiations with the bargaining groups were still ongoing at that time.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact Song Chin-Bendib, Assistant Superintendent, Business Services, at Pacific Grove Unified School District, 435 Hillcrest, Pacific Grove, California, 93950, 831-646-6509 or e-mail at schinbendib@pgusd.org.

Pacific Grove Unified School District
Statement of Net Position
June 30, 2021

	Governmental Activities
Assets	
Deposits and investments	\$ 23,868,368
Receivables	2,224,453
Prepaid expense	850
Stores inventories	7,815
Capital assets not depreciated	961,392
Capital assets, net of accumulated depreciation	50,756,040
Total assets	77,818,918
Deferred Outflows of Resources	
Deferred charge on refunding	1,432,278
Deferred outflows of resources related to OPEB	1,378,593
Deferred outflows of resources related to pensions	11,378,974
Total deferred outflows of resources	14,189,845
Liabilities	
Overdrafts	183,621
Accounts payable	3,496,073
Unearned revenue	411,746
Long-term liabilities	
Long-term liabilities other than OPEB and pensions due within one year	2,989,847
Long-term liabilities other than OPEB and pensions due in more than one year	45,597,801
Net other postemployment benefits liability (OPEB)	9,523,741
Aggregate net pension liabilities	44,896,617
Total liabilities	107,099,446
Deferred Inflows of Resources	
Deferred inflows of resources related to OPEB	2,877,688
Deferred inflows of resources related to pensions	2,145,133
Total deferred inflows of resources	5,022,821
Net Position	
Net investment in capital assets	11,597,305
Restricted for	
Debt service	4,566,465
Educational programs	1,779,854
Child nutrition	309,331
Student activities	631,201
Unrestricted (deficit)	(38,997,660)
Total net position	\$ (20,113,504)

Pacific Grove Unified School District
Statement of Activities
Year Ended June 30, 2021

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position Governmental Activities
		Charges for Services and Sales	Operating Grants and Contributions	
Governmental Activities				
Instruction	\$ 28,220,438	\$ -	\$ 5,564,534	\$ (22,655,904)
Instruction-related activities				
Supervision of instruction	505,428	-	130,626	(374,802)
Instructional library, media, and technology	427,181	-	34,949	(392,232)
School site administration	3,856,412	-	632,966	(3,223,446)
Pupil services				
Home-to-school transportation	561,412	-	26,404	(535,008)
Food services	944,434	3,435	1,068,328	127,329
All other pupil services	3,085,402	-	518,731	(2,566,671)
Administration				
Data processing	569,485	-	20,210	(549,275)
All other administration	3,622,088	-	188,281	(3,433,807)
Plant services	4,296,971	-	194,670	(4,102,301)
Ancillary services	503,366	-	538,165	34,799
Community services	396,220	-	227,712	(168,508)
Enterprise services	(310,914)	-	-	310,914
Interest on long-term liabilities	1,645,886	-	-	(1,645,886)
Other outgo	128,434	-	100,276	(28,158)
Total governmental activities	\$ 48,452,243	\$ 3,435	\$ 9,245,852	(39,202,956)
General Revenues and Subventions				
Property taxes, levied for general purposes				29,666,244
Property taxes, levied for debt service				5,059,068
Taxes levied for other specific purposes				82
Federal and State aid not restricted to specific purposes				3,323,611
Interest and investment earnings				155,853
Miscellaneous				813,279
Subtotal, general revenues				39,018,137
Change in Net Position				(184,819)
Net Position - Beginning, as Restated				(19,928,685)
Net Position - Ending				\$ (20,113,504)

Pacific Grove Unified School District
Balance Sheet – Governmental Funds
June 30, 2021

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
Assets					
Deposits and investments	\$ 9,063,321	\$ 7,527,181	\$ 4,214,396	\$ 3,063,470	\$ 23,868,368
Receivables	1,950,267	10,520	-	263,666	2,224,453
Due from other funds	155,936	-	352,069	986,348	1,494,353
Prepaid expenditures	850	-	-	-	850
Stores inventories	-	-	-	7,815	7,815
Total assets	\$ 11,170,374	\$ 7,537,701	\$ 4,566,465	\$ 4,321,299	\$ 27,595,839
Liabilities and Fund Balances					
Liabilities					
Overdrafts	\$ -	\$ -	\$ -	\$ 183,621	\$ 183,621
Accounts payable	2,925,772	376,794	-	193,507	3,496,073
Due to other funds	986,348	352,069	-	155,936	1,494,353
Unearned revenue	411,746	-	-	-	411,746
Total liabilities	4,323,866	728,863	-	533,064	5,585,793
Fund Balances					
Nonspendable	5,850	-	-	7,815	13,665
Restricted	1,403,549	6,808,838	4,566,465	1,316,837	14,095,689
Assigned	570,957	-	-	2,463,583	3,034,540
Unassigned	4,866,152	-	-	-	4,866,152
Total fund balances	6,846,508	6,808,838	4,566,465	3,788,235	22,010,046
Total liabilities and fund balances	\$ 11,170,374	\$ 7,537,701	\$ 4,566,465	\$ 4,321,299	\$ 27,595,839

Pacific Grove Unified School District

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position

June 30, 2021

Total Fund Balance - Governmental Funds		\$ 22,010,046
<p>Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because</p> <p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.</p>		
The cost of capital assets is	\$ 82,463,938	
Accumulated depreciation is	<u>(30,746,506)</u>	
Net capital assets		51,717,432
<p>Deferred outflows of resources represent a consumption of net position in a future period and is not reported in the governmental funds. Deferred outflows of resources amounted to and related to</p>		
Debt refundings (deferred charge on refunding)	1,432,278	
Other postemployment benefits (OPEB)	1,378,593	
Net pension liability	<u>11,378,974</u>	
Total deferred outflows of resources		14,189,845
<p>Deferred inflows of resources represent an acquisition of net position that applies to a future period and is not reported in the governmental funds. Deferred inflows of resources amount to and related to</p>		
Other postemployment benefits (OPEB)	(2,877,688)	
Net pension liability	<u>(2,145,133)</u>	
Total deferred inflows of resources		(5,022,821)
<p>Net pension liability is not due and payable in the current period, and is not reported as a liability in the funds.</p>		
		(44,896,617)
<p>The District's OPEB liability is not due and payable in the current period, and is not reported as a liability in the funds.</p>		
		(9,523,741)
<p>Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.</p>		
<p>Long-term liabilities at year-end consist of</p>		
General obligation bonds	(48,136,052)	
Capital leases	(225,191)	
Compensated absences (vacations)	<u>(226,405)</u>	
Total long-term liabilities		<u>(48,587,648)</u>
Total net position - governmental activities		<u><u>\$ (20,113,504)</u></u>

Pacific Grove Unified School District
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
Year Ended June 30, 2021

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
Revenues					
Local Control Funding Formula	\$ 32,234,685	\$ -	\$ -	\$ 303,316	\$ 32,538,001
Federal sources	1,932,812	-	-	575,603	2,508,415
Other State sources	3,081,226	-	16,505	1,695,219	4,792,950
Other local sources	1,799,125	49,144	5,074,797	876,709	7,799,775
Total revenues	<u>39,047,848</u>	<u>49,144</u>	<u>5,091,302</u>	<u>3,450,847</u>	<u>47,639,141</u>
Expenditures					
Current					
Instruction	22,828,173	-	-	1,167,747	23,995,920
Instruction-related activities					
Supervision of instruction	462,501	-	-	-	462,501
Instructional library, media, and technology	362,612	-	-	27,165	389,777
School site administration	2,696,387	-	-	718,168	3,414,555
Pupil services					
Home-to-school transportation	233,181	-	-	-	233,181
Food services	75,237	-	-	578,491	653,728
All other pupil services	2,825,570	-	-	-	2,825,570
Administration					
Data processing	505,416	-	-	-	505,416
All other administration	3,319,178	-	-	100,624	3,419,802
Plant services	3,310,142	148	-	216,297	3,526,587
Ancillary services	340,061	-	-	141,382	481,443
Community services	216,645	-	-	146,003	362,648
Other outgo	128,434	-	-	-	128,434
Enterprise services	(310,914)	-	-	-	(310,914)
Facility acquisition and construction	-	1,211,232	-	-	1,211,232

Pacific Grove Unified School District
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
Year Ended June 30, 2021

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
Debt service					
Principal	-	-	2,880,000	107,458	2,987,458
Interest and other	-	199,761	1,348,771	9,578	1,558,110
Total expenditures	<u>36,992,623</u>	<u>1,411,141</u>	<u>4,228,771</u>	<u>3,212,913</u>	<u>45,845,448</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>2,055,225</u>	<u>(1,361,997)</u>	<u>862,531</u>	<u>237,934</u>	<u>1,793,693</u>
Other Financing Sources (Uses)					
Transfers in	-	-	352,069	627,721	979,790
Proceeds from bond issuance	-	6,000,000	-	-	6,000,000
Premium on bond issuance	-	388,830	-	-	388,830
Transfers out	<u>(627,721)</u>	<u>(352,069)</u>	<u>-</u>	<u>-</u>	<u>(979,790)</u>
Net Financing Sources (Uses)	<u>(627,721)</u>	<u>6,036,761</u>	<u>352,069</u>	<u>627,721</u>	<u>6,388,830</u>
Net Change in Fund Balances	1,427,504	4,674,764	1,214,600	865,655	8,182,523
Fund Balance - Beginning, as Restated	<u>5,419,004</u>	<u>2,134,074</u>	<u>3,351,865</u>	<u>2,922,580</u>	<u>13,827,523</u>
Fund Balance - Ending	<u>\$ 6,846,508</u>	<u>\$ 6,808,838</u>	<u>\$ 4,566,465</u>	<u>\$ 3,788,235</u>	<u>\$ 22,010,046</u>

Pacific Grove Unified School District

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental
Funds to the Statement of Activities
Year Ended June 30, 2021

Total Net Change in Fund Balances - Governmental Funds \$ 8,182,523

Amounts Reported for Governmental Activities in the Statement of Activities are Different Because

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures; however, for governmental activities, those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities.

This is the amount by which depreciation exceeds capital outlays in the period.

Depreciation expense	\$ (2,613,970)	
Capital outlays	<u>789,728</u>	
Net expense adjustment		(1,824,242)

In the Statement of Activities, certain operating expenses, such as compensated absences (vacations) are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This amount is the difference between vacation earned and used.

(6,206)

In the governmental funds, pension costs are based on employer contributions made to pension plans during the year. However, in the Statement of Activities, pension expense is the net effect of all changes in the deferred outflows, deferred inflows and net pension liability during the year.

(2,900,925)

In the governmental funds, OPEB costs are based on employer contributions made to OPEB plans during the year. However, in the Statement of Activities, OPEB expense is the net effect of all changes in the deferred outflows, deferred inflows, and net OPEB liability during the year.

(365,267)

Proceeds received from general obligation bonds or certificates of participation are a revenue in the governmental funds, but increase long-term liabilities in the Statement of Net Position and do not affect the Statement of Activities.

(6,000,000)

Governmental funds report the effect of premiums, discounts, and the deferred charge on refunding when the debt is first issued, whereas the amounts are deferred and amortized in the Statement of Activities.

Premium on issuance recognized		(388,830)
Premium amortization		218,446
Deferred charge on refunding amortization		(87,776)

Pacific Grove Unified School District

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental
Funds to the Statement of Activities
Year Ended June 30, 2021

Payment of principal on long-term liabilities is an expenditure in the governmental funds, but it reduces long-term liabilities in the Statement of Net Position and does not affect the Statement of Activities.

General obligation bonds	2,880,000
Capital leases	<u>107,458</u>
Change in net position of governmental activities	<u>\$ (184,819)</u>

Pacific Grove Unified School District
Statement of Net Position – Fiduciary Funds
June 30, 2021

	Custodial Funds
Assets	
Deposits and investments	\$ 40,193
Liabilities	
Net Position	
Restricted for cafeteria plan	40,193
Total net position	\$ 40,193

Pacific Grove Unified School District
Statement of Changes in Net Position – Fiduciary Funds
Year Ended June 30, 2021

	Custodial Funds
Additions	
Interest	\$ 4
Deductions	
Flex plan reimbursements	3,054
Other expenditures	1
Total deductions	3,055
Net Decrease in Fiduciary Net Position	(3,051)
Net Position - Beginning, as Restated	43,244
Net Position - Ending	\$ 40,193

Note 1 - Summary of Significant Accounting Policies**Financial Reporting Entity**

The Pacific Grove Unified School District (the District) was organized in 1895 under the laws of the State of California. The District operates under a locally-elected five-member Board form of government and provides educational services to grades K - 12 as mandated by the State and/or Federal agencies. The District operates two elementary schools, one middle school, one high school, one adult education center, one continuation high school, and three child care centers.

A reporting entity is comprised of the primary government and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments, boards, and agencies that are not legally separate from the District. For Pacific Grove Unified School District, this includes general operations, food service, and student related activities of the District.

Basis of Presentation - Fund Accounting

The accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The District's funds are grouped into two broad fund categories: governmental and fiduciary.

Governmental Funds Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the District's major and non-major governmental funds:

Major Governmental Funds

General Fund The General Fund is the chief operating fund for all districts. It is used to account for the ordinary operations of the District. All transactions except those accounted for in another fund are accounted for in this fund.

One fund currently defined as a special revenue fund in the California State Accounting Manual (CSAM) does not meet the GASB Statement No. 54 special revenue fund definition. Specifically, Fund 20, Special Reserve Postemployment Benefits Fund, is not substantially composed of restricted or committed revenue sources. While this fund is authorized by statute and will remain open for internal reporting purposes, this fund functions effectively as an extension of the General Fund, and accordingly has been consolidated with the General Fund for presentation in these audited financial statements.

As a result, the General Fund reflects an increase in fund balance of \$6,295.

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Building Fund The Building Fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code* Section 15146) and may not be used for any purposes other than those for which the bonds were issued.

Bond Interest and Redemption Fund The Bond Interest and Redemption Fund is used for the repayment of bonds issued for a district (*Education Code* Sections 15125-15262).

Non-Major Governmental Funds

Special Revenue Funds The Special Revenue funds are used to account for the proceeds from specific revenue sources (other than trusts, major capital projects, or debt service) that are restricted or committed to the financing of particular activities, that compose a substantial portion of the inflows of the fund, and that are reasonably expected to continue. Additional resources that are restricted, committed, or assigned to the purpose of the fund may also be reported in the fund.

- **Student Activities Fund** The Student Activities Fund is used to account separately for the operating activities of the associated student body accounts that are not fiduciary in nature, including student clubs, general operations, athletics, and other student body activities.
- **Adult Education Fund** The Adult Education Fund is used to account separately for Federal, State, and local revenues that are restricted or committed for adult education programs and is to be expended for adult education purposes only.
- **Child Development Fund** The Child Development Fund is used to account separately for Federal, State, and local revenues to operate child development programs and is to be used only for expenditures for the operation of child development programs.
- **Cafeteria Fund** The Cafeteria Fund is used to account separately for Federal, State, and local resources to operate the food service program (*Education Code* Sections 38090-38093) and is used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code* Sections 38091 and 38100).
- **Deferred Maintenance Fund** The Deferred Maintenance Fund is used to account separately for revenues that are restricted or committed for deferred maintenance purposes (*Education Code* Section 17582).

Capital Project Funds The Capital Project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and other capital assets (other than those financed by proprietary funds and trust funds).

- **Special Reserve Fund for Capital Outlay Projects** The Special Reserve Fund for Capital Outlay Projects exists primarily to provide for the accumulation of General Fund monies for capital outlay purposes (*Education Code* Section 42840).

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Fiduciary Funds Fiduciary funds are used to account for resources held for the benefit of parties outside the District and are not available to support the District's own programs. Fiduciary funds are split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds, and custodial funds. The three types of trust funds are distinguished from custodial funds by the existence of a trust agreement or equivalent arrangement that has certain characteristics.

Custodial funds are used to account for resources, not in a trust, that are held by the District for other parties outside the District's reporting entity. The District's custodial funds are for the Pacific Grove Unified School District 125 Cafeteria Flexible Spending account.

Basis of Accounting - Measurement Focus

Government-Wide Financial Statements The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting.

The government-wide Statement of Activities presents a comparison between expenses, both direct and indirect, and program revenues for each governmental function, and exclude fiduciary activity. Direct expenses are those that are specifically associated with a service, program, or department and are therefore, clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the *Statement of Activities*. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the District. Eliminations have been made to minimize the double counting of internal activities.

Net position should be reported as restricted when constraints placed on net position are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other activities result from special revenue funds and the restrictions on their use.

Fund Financial Statements Fund financial statements report detailed information about the District. The focus of governmental and proprietary fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column.

- **Governmental Funds** All governmental funds are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements, therefore, include reconciliations with brief explanations to better identify the relationship between the government-wide financial statements, prepared using the economic resources measurement focus and the accrual basis of accounting, and the

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

governmental fund financial statements, prepared using the flow of current financial resources measurement focus and the modified accrual basis of accounting.

- **Fiduciary Funds** Fiduciary funds are accounted for using the flow of economic resources measurement focus and the accrual basis of accounting. Fiduciary funds are excluded from the government-wide financial statements because they do not represent resources of the District.

Revenues – Exchange and Non-Exchange Transactions Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter, to be used to pay liabilities of the current fiscal year. The District considers revenues to be available if they are collected within one year after year-end, except for property taxes, which are considered available if collected within 60 days. The following revenue sources are considered to be both measurable and available at fiscal year-end: State apportionments, interest, certain grants, and other local sources.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned Revenue Unearned revenues arise when resources are received by the District before it has a legal claim to them, such as when certain grants are received prior to the occurrence of qualifying expenditures. In the subsequent periods, when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and the revenue is recognized.

Expenses/Expenditures On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred. Principal and interest on long-term liabilities, which has not matured, are recognized when paid in the governmental funds as expenditures. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds but are recognized in the entity-wide statements.

Investments

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in county pools are determined by the program sponsor.

Prepaid Expenditures (Expenses)

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Stores Inventories

Inventories consist of expendable food and supplies held for consumption. Inventories are stated at cost, on the weighted average basis.

Capital Assets and Depreciation

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of the District. The District maintains a capitalization threshold of \$5,000. The District does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized, but are expensed as incurred.

When purchased, such assets are recorded as expenditures in the governmental funds and capitalized in the government-wide statement of net position. The valuation basis for capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at acquisition value on the date donated.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 20 to 50 years; improvements/infrastructure, 5 to 50 years; equipment, 2 to 15 years.

Interfund Balances

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables". These amounts are eliminated in the governmental activities column of the statement of net position, except for the net residual amounts due between governmental activities, which are presented as internal balances.

Compensated Absences

Compensated absences are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide statement of net position as long-term liabilities.

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit

for each day of unused sick leave. Credit for unused sick leave is applicable to all certificated employees and is determined by dividing the number of unused sick days by the number of base service days required to complete the last school year, if employed full-time.

Accounts Payable and Long-Term Liabilities

Accounts payable and long-term liabilities are reported in the government-wide financial statements. In general, governmental fund accounts payable that are paid in a timely manner and in full from current financial resources are reported as liabilities of the funds.

Premiums

In the government-wide financial statements, long-term liabilities are reported as liabilities in the applicable governmental activities statement of net assets. Debt premiums are amortized over the life of the debt using the straight-line method, which approximates the effective interest method.

In governmental fund financial statements, debt premiums are recognized in the current period. The face amount of the debt is reported as other financing sources. Premiums received on debt issuance are also reported as other financing sources.

Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The District reports deferred outflows of resources for deferred charges on refunding of debt, for pension related items, and for OPEB related items.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources for pension related items and for OPEB related items.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value. The net pension liability attributable to the governmental activities will be paid primarily by the General Fund

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District Plan and the CalSTRS Medicare Premium Payment (MPP) Program and additions to/deductions from the District Plan and the MPP's fiduciary net position have been determined on the same basis as they are reported by the District Plan and the MPP. For this purpose, the District Plan and the MPP recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. The net OPEB liability attributable to the governmental activities will be paid primarily by the General Fund.

Fund Balances - Governmental Funds

As of June 30, 2021, fund balances of the governmental funds are classified as follows:

Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed - amounts that can be used only for specific purposes determined by a formal action of the governing board. The governing board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through resolutions or other action as approved by the governing board. The District currently does not have any committed funds.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District's adopted policy, only the Superintendent or Assistant Superintendent of Business Services may assign amounts for specific purposes.

Unassigned - all other spendable amounts.

Spending Order Policy

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

Minimum Fund Balance Policy

The governing board adopted a minimum fund balance policy for the General Fund in order to protect the district against revenue shortfalls or unpredicted one-time expenditures. The policy requires a Reserve for Economic Uncertainties consisting of unassigned amounts equal to no less than three percent of General Fund expenditures and other financing uses.

Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net position net of investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available. The government-wide financial statements report \$7,286,851 of restricted net position.

Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements. Interfund transfers are eliminated in the governmental activities column of the Statement of Activities.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Monterey bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

Change in Accounting Principles

Implementation of GASB Statement No. 84

As of July 1, 2020, the District adopted GASB Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhance the value provided by the information reported in financial statements for assessing government accountability and stewardship. The impact to the District resulted in a reclassification of the District's student body activities from fiduciary to governmental and the inclusion of custodial funds related to a cafeteria plan for employees. The effect of the implementation of this standard on beginning fund balance and net position is disclosed in Note 18.

New Accounting Pronouncements

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The requirements of this Statement are effective for the reporting periods beginning after June 15, 2021. Early implementation is encouraged. The effects of this change on the District's financial statements have not yet been determined.

Note 2 - Deposits and Investments

Summary of Deposits and Investments

Deposits and investments as of June 30, 2021, are classified in the accompanying financial statements as follows:

Governmental activities, net of overdraft	\$ 23,684,747
Fiduciary funds	<u>40,193</u>
Total deposits and investments	<u><u>\$ 23,724,940</u></u>

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Deposits and investments as of June 30, 2021, consist of the following:

Cash on hand and in banks	\$	524,292
Cash in revolving		5,000
Investments, net of overdraft		<u>23,195,648</u>
 Total deposits and investments	 \$	 <u><u>23,724,940</u></u>

The Child Development Fund and the Cafeteria Fund ended the year with deficit Cash in County balances of \$162,493 and \$21,128, respectively.

Policies and Practices

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Investment in County Treasury - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

General Authorizations

Limitations as they relate to interest rate risk and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District has a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the County Pool which purchases a combination of shorter term and longer term investments and which also times cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Segmented Time Distribution

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following schedule that shows the distribution of the District's investments by maturity:

Investment Type	Reported Amount	12 Months or Less	13 - 24 Months	25 - 60 Months	More Than 60 Months
Corporate Bond	\$ 13,999	\$ -	\$ -	\$ -	\$ 13,999
Certificates of Deposit	136,935	136,935	-	-	-
County Pool	23,044,714	9,478,291	2,887,503	10,678,920	-
Total	<u>\$ 23,195,648</u>	<u>\$ 9,615,226</u>	<u>\$ 2,887,503</u>	<u>\$ 10,678,920</u>	<u>\$ 13,999</u>

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by the California *Government Code*, the District's investment policy, or debt agreements, and the actual rating as of the year-end for each investment type.

Investment Type	Reported Amount	Minimum Legal Rating	Rating as of Year End		
			A-	AA-	Unrated
Corporate Bond	\$ 13,999	N/A	\$ -	\$ 13,999	\$ -
Certificate of Deposit	136,935	N/A	-	-	136,935
County Pool	23,044,714	N/A	-	-	23,044,714
Total	<u>\$ 23,195,648</u>		<u>\$ -</u>	<u>\$ 13,999</u>	<u>\$ 23,181,649</u>

N/A - Not applicable

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California *Government Code* requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2021, \$347,210 of the District's bank balance was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Custodial Credit Risk - Investments

This is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Of the investment in Corporate Bonds of \$13,999, the District has a custodial credit risk exposure of \$13,999 because the related securities are uninsured, unregistered and held by the brokerage firm which is also the counterparty for these securities. The District does not have a policy limiting the amount of securities that can be held by counterparties.

Note 3 - Fair Value Measurements

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

- Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.
- Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.
- Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

The District's fair value measurements are as follows at June 30, 2021:

Investment Type	Reported Amount	Fair Value Measurements Using *		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Corporate Bond	\$ 13,999	\$ 13,999	\$ -	\$ -
Certificate of Deposit	136,935	136,935	-	-
Total	\$ 150,934	\$ 150,934	\$ -	\$ -

* Credit risk is the risk that an issuer of an investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

organization. The District's investment with the Monterey County Investment Pool is currently not rated, nor is it required to be rated.

All assets have been valued using a market approach, with quoted market prices.

Note 4 - Receivables

Receivables at June 30, 2021, consist of intergovernmental grants, entitlements, and local sources. All receivables are considered collectible in full.

	General Fund	Building Fund	Non-Major Governmental Funds	Total
Federal Government				
Categorical aid	\$ 830,887	\$ -	\$ -	\$ 830,887
State Government				
LCFF apportionment	638,165	-	-	638,165
Other State	447,183	-	-	447,183
Local sources and interest	34,032	10,520	263,666	308,218
	<u>\$ 1,950,267</u>	<u>\$ 10,520</u>	<u>\$ 263,666</u>	<u>\$ 2,224,453</u>

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Note 5 - Capital Assets

Capital asset activity for the fiscal year ended June 30, 2021, is as follows:

	Balance July 1, 2020	Additions	Balance June 30, 2021
Governmental Activities			
Capital assets not being depreciated			
Land	\$ 217,496	\$ -	\$ 217,496
Construction in progress	-	743,896	743,896
	217,496	743,896	961,392
Capital assets being depreciated			
Buildings and improvements	78,593,379	-	78,593,379
Furniture and equipment	2,863,335	45,832	2,909,167
	81,456,714	45,832	81,502,546
Total capital assets	81,674,210	789,728	82,463,938
Accumulated depreciation			
Buildings and improvements	(25,932,427)	(2,340,995)	(28,273,422)
Furniture and equipment	(2,200,109)	(272,975)	(2,473,084)
	(28,132,536)	(2,613,970)	(30,746,506)
Governmental activities capital assets, net	\$ 53,541,674	\$ (1,824,242)	\$ 51,717,432

Depreciation expense was charged as a direct expense to governmental functions as follows:

Governmental Activities		
Instruction		\$ 1,333,125
School site administration		104,559
Home-to-school transportation		313,676
Food services		261,397
Data processing		26,140
All other administration		52,279
Plant services		522,794
		522,794
Total depreciation expenses governmental activities		\$ 2,613,970

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Note 6 - Interfund Transactions**Interfund Receivables/Payables (Due To/Due From)**

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund receivable and payable balances at June 30, 2021, between major and non-major governmental funds are as follows:

Funds	Due from Other Funds	Due to Other Funds
Major Governmental Funds		
General	\$ 155,936	\$ 986,348
Building	-	352,069
Bond Interest and Redemption	352,069	-
Non-Major Governmental Funds		
Adult Education	301,613	135,886
Child Development	313,544	20,050
Cafeteria	277,819	-
Deferred Maintenance	93,372	-
Total	<u>\$ 1,494,353</u>	<u>\$ 1,494,353</u>

The Building Fund owes the Bond Interest and Redemption Fund for capitalized interest deposited into the Building Fund.	\$ 352,069
The General Fund owes the Child Development Non-Major Governmental Fund to supplement operations.	299,583
The General Fund owes the Cafeteria Non-Major Governmental Fund to supplement operations.	277,819
The General Fund owes the Adult Education Non-Major Governmental Fund for a transfer of LCFF apportionment.	265,255
The General Fund owes the Deferred Maintenance Non-Major Governmental Fund for a transfer of LCFF apportionment.	93,372
The Adult Education Non-Major Governmental Fund owes the General Fund for indirect costs.	80,574
The Adult Education Non-Major Governmental Fund owes the General Fund for a excess transfer of LCFF apportionment.	55,312
The General Fund owes the Adult Education Non-Major Governmental Fund for stipends.	36,358
The Child Development Non-Major Governmental Fund owes the General Fund for indirect costs.	20,050
The General Fund owes the Child Development Non-Major Governmental Fund for stipends.	13,961
Total	<u>\$ 1,494,353</u>

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Operating Transfers

Interfund transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Interfund transfers for the year ended June 30, 2021, consist of the following:

The Building Fund transferred to the Bond Interest and Redemption Fund for capitalized interest deposited into the Building Fund.	\$ 352,069
The General Fund transferred to the Child Development Non-Major Governmental Fund to supplement operations.	299,583
The General Fund transferred to the Cafeteria Non-Major Governmental Fund to supplement operations.	277,819
The General Fund transferred to the Adult Education Non-Major Governmental Fund for stipends.	36,358
The General Fund transferred to the Child Development Non-Major Governmental Fund for stipends.	<u>13,961</u>
Total	<u><u>\$ 979,790</u></u>

Note 7 - Prepaid Expenditures (Expenses)

Prepaid expenditures (expenses) at June 30, 2021, consist of the following:

	<u>General Fund</u>
Digital XP	<u><u>\$ 850</u></u>

Note 8 - Accounts Payable

Accounts payable at June 30, 2021, consist of the following:

	<u>General Fund</u>	<u>Building Fund</u>	<u>Non-Major Governmental Funds</u>	<u>Total</u>
Vendor payables	\$ 136,815	\$ 374,694	\$ 48,786	\$ 560,295
Salaries and benefits	<u>2,788,957</u>	<u>2,100</u>	<u>144,721</u>	<u>2,935,778</u>
Total	<u><u>\$ 2,925,772</u></u>	<u><u>\$ 376,794</u></u>	<u><u>\$ 193,507</u></u>	<u><u>\$ 3,496,073</u></u>

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Note 9 - Unearned Revenue

Unearned revenue at June 30, 2021, consists of the following:

	General Fund
State categorical aid	\$ 411,746

Note 10 - Tax and Revenue Anticipation Notes (TRANS)

On August 11, 2020, the District issued \$5,930,000 of Tax and Revenue Anticipation Notes bearing interest at two percent. The notes were issued to supplement cash flows. Interest and principal were due and payable on June 30, 2021. By June 30, 2021, the District had placed 100 percent of principal and interest in an irrevocable trust for the sole purpose of satisfying the notes. The District was not required to make any additional payments on the notes.

Changes in the outstanding liabilities for the Tax and Revenue Anticipation Notes is as follows:

Issue Date	Rate	Maturity Date	Outstanding July 1, 2020	Additions	Payments	Outstanding June 30, 2021
8/11/2020	2.00%	6/30/2021	\$ -	\$ 5,930,000	\$ 5,930,000	\$ -

Note 11 - Long-Term Liabilities Other than OPEB and Pensions**Summary**

The changes in the District's long-term liabilities other than OPEB and pensions during the year consisted of the following:

	Balance July 1, 2020	Additions	Deductions	Balance June 30, 2021	Due in One Year
Long-Term Liabilities					
General obligation bonds	\$ 41,023,000	\$ 6,000,000	\$ (2,880,000)	\$ 44,143,000	\$ 2,879,000
Unamortized debt premiums	3,822,668	388,830	(218,446)	3,993,052	-
Capital leases	332,649	-	(107,458)	225,191	110,847
Compensated absences	220,199	6,206	-	226,405	-
Total	\$ 45,398,516	\$ 6,395,036	\$ (3,205,904)	\$ 48,587,648	\$ 2,989,847

Payments on the bonds are made from the Bond Interest and Redemption Fund with local tax revenues. Payments for compensated absences will be made by the fund for which the employee worked. Payments on the capital leases are made from the Special Reserve Fund for Capital Outlay Projects.

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

General Obligation Bonds

On February 9, 2010, the District issued \$9,000,000 of 2006 Election, Series D General Obligation Bonds. The Bonds represent a portion of the \$42,000,000 of General Obligation Bonds approved by more than fifty-five percent of the voters within the District at an election held on June 6, 2006. The Bonds were issued to repair and renovate schools, and build new classrooms and educational facilities in the District. Interest on the Bonds is payable each February 1 and August 1 commencing February 1, 2011. The Series D Bonds maturing on and after August 1, 2021 were subject to an advanced refunding during the 2017-18 fiscal year with proceeds from the District's 2017 General Obligation Refunding Bonds.

On December 6, 2011, the District issued \$4,690,000 of 2011 General Obligation Refunding Bonds. The Bonds were issued to refund all of the outstanding principal of the District's General Obligation Bonds, 1999 Election, Series B, Series C, and Series D. Interest on the Bonds is payable each February 1 and August 1 commencing February 1, 2012. The 2011 Bonds maturing on and after August 1, 2022 were subject to an advanced refunding during the 2017-18 fiscal year with proceeds from the District's 2017 General Obligation Refunding Bonds.

On June 30, 2015, the District issued \$4,925,000 and \$3,380,000 of 2015 Series A and B General Obligation Refunding Bonds. The Series A Refunding Bonds were issued to refund a portion of the 2005 and 2007 Refunding Bonds. The Series B Refunding Bonds were issued to refund a portion of the 2006 Series A Refunding Bonds. Interest on the Bonds is payable each February 1 and August 1 commencing August 1, 2015.

On July 14, 2016, the District issued \$16,125,000 of 2016 General Obligation Refunding Bonds. The Bonds were issued to refund certain maturities of the District's outstanding General Obligation Bonds, Election of 2006, Series A, Series B, and Series C, and to pay the costs of issuance. Interest on the Bonds is payable each February 1 and August 1 commencing August 1, 2017.

On December 12, 2017, the District issued \$10,130,000 of 2017 General Obligation Refunding Bonds. The Bonds were issued to refund certain maturities of the District's outstanding General Obligation Bonds, Election of 2006, Series D, to refund certain maturities of the District's outstanding 2011 General Obligation Refunding Bonds, and to pay the costs of issuance. Interest on the Bonds is payable each February 1 and August 1 commencing February 1, 2018.

On April 27, 2021, the District issued \$6,000,000 of 2020 Election, Series A General Obligation Bonds (Bank Qualified). The Bonds represent a portion of the \$30,000,000 of General Obligation Bonds approved by more than fifty-five percent of the voters within the District at an election held on March 3, 2020. The Bonds were issued for the purpose of financing the renovation, construction and improvement of school facilities. The Bonds are the first series of bonds to be issued under the 2020 Authorization.

On July 12, 2011, the District issued \$7,780,000 of Taxable General Obligation Bonds, 2006, Series E (Direct-Pay Qualified School Construction Bonds). The Bonds represent a portion of the \$42,000,000 of General Obligation Bonds approved by more than fifty-five percent of the voters within the District at an election held on June 6, 2006. The Bonds were issued to repair and renovate schools, and build new classrooms and educational facilities in the District. Interest on the Bonds is payable each February 1 and August 1 commencing February 1, 2012. As the issuance is a Qualified School Construction Bond the interest payments are to be paid for with Federal interest subsidies.

On December 15, 2016, the District issued \$2,103,000 of 2014 Election, Series B General Obligation Ed Tech

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Bonds (Bank Qualified). The Bonds represent a portion of the \$18,000,000 of General Obligation Bonds approved by more than fifty-five percent of the voters within the District at an election held on November 4, 2014. The Bonds were issued to increase student access to computers; maintain and upgrade educational software; keep pace with 21st century technological innovations; and significantly reduce borrowing costs.

On April 16, 2020, the District issued \$2,108,000 of 2014 Election, Series C General Obligation Ed Tech Bonds (Bank Qualified). The Bonds represent a portion of the \$18,000,000 of General Obligation Bonds approved by more than fifty-five percent of the voters within the District at an election held on November 4, 2014. The Bonds were issued to increase student access to computers; maintain and upgrade educational software; keep pace with 21st century technological innovations; and significantly reduce borrowing costs.

The outstanding general obligation bonded debt is as follows:

Issuance Date	Final Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2020	Issued	Redeemed	Bonds Outstanding June 30, 2021
2/9/2010	8/1/2020	2.0 - 5.0	\$ 9,000,000	\$ 220,000	\$ -	\$ (220,000)	\$ -
12/6/2011	8/1/2021	2.0 - 4.25	4,690,000	370,000	-	(180,000)	190,000
6/30/2015	8/1/2030	2.0 - 5.0	4,925,000	3,680,000	-	(280,000)	3,400,000
6/30/2015	8/1/2031	2.0 - 5.0	3,380,000	2,640,000	-	(185,000)	2,455,000
7/14/2016	8/1/2039	2.0 - 4.0	16,125,000	15,760,000	-	-	15,760,000
12/12/2017	8/1/2037	3.0 - 4.0	10,130,000	9,835,000	-	(80,000)	9,755,000
4/27/2021	8/1/2032	2.0 - 3.0	6,000,000	-	6,000,000	-	6,000,000
Notes from direct borrowings and direct placements							
7/12/2011	8/1/2026	5.01	7,780,000	5,677,000	-	(595,000)	5,082,000
12/15/2016	8/1/2021	2.29	2,103,000	733,000	-	(604,000)	129,000
4/16/2020	8/1/2022	1.17	2,108,000	2,108,000	-	(736,000)	1,372,000
Total				<u>\$ 41,023,000</u>	<u>\$ 6,000,000</u>	<u>\$ (2,880,000)</u>	<u>\$ 44,143,000</u>

Debt Service Requirements to Maturity

The current interest bonds mature as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2022	\$ 2,879,000	\$ 1,631,264	\$ 4,510,264
2023	3,302,000	1,557,275	4,859,275
2024	2,945,000	1,431,865	4,376,865
2025	2,845,000	1,307,027	4,152,027
2026	3,045,000	1,173,604	4,218,604
2027-2031	13,492,000	4,146,235	17,638,235
2032-2036	11,110,000	1,800,143	12,910,143
2037-2040	4,525,000	259,666	4,784,666
Total	<u>\$ 44,143,000</u>	<u>\$ 13,307,079</u>	<u>\$ 57,450,079</u>

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Compensated Absences

Compensated absences (unpaid employee vacation) for the District at June 30, 2021, amounted to \$226,405.

Capital Leases

The District has entered into agreements to lease portable buildings. Such agreements are, in substance, purchases (capital leases) and are reported as capital lease obligations. The District's liability on lease agreements with options to purchase is summarized below:

	<u>Equipment</u>
Balance, July 1, 2020	\$ 332,649
Payments	<u>(107,458)</u>
Balance, July 1, 2021	<u><u>\$ 225,191</u></u>

The capital leases have minimum lease payments as follows:

<u>Year Ending June 30,</u>	<u>Lease Payment</u>
2022	\$ 117,035
2023	<u>117,035</u>
Total	234,070
Less amount representing interest	<u>(8,879)</u>
Present value of minimum lease payments	<u><u>\$ 225,191</u></u>

Leased buildings under capital leases in capital assets at June 30, 2021, include the following:

Buildings	\$ 635,705
Less accumulated depreciation	<u>(101,712)</u>
Total	<u><u>\$ 533,993</u></u>

Pacific Grove Unified School District
Notes to Financial Statements
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Note 12 - Other Postemployment Benefit (OPEB) Liability

For the fiscal year ended June 30, 2021, the District reported net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense for the following plan:

OPEB Plan	Net OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
Retiree Health Plan	\$ 9,298,705	\$ 1,378,593	\$ 2,877,688	\$ 635,486
Medicare Premium Payment (MPP) Program	225,036	-	-	17,248
Total	<u>\$ 9,523,741</u>	<u>\$ 1,378,593</u>	<u>\$ 2,877,688</u>	<u>\$ 652,734</u>

The details of the plan are as follows:

District Plan

Plan Administration

The District's governing board administers the Postemployment Benefits Plan (the Plan). The Plan is a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for eligible retirees and their spouses. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Plan Membership

At June 30, 2019, the valuation date, the Plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits payments	129
Active employees	295
Total	<u>424</u>

Benefits Provided

The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Benefits are provided through a third-party insurer, and the full cost of benefits is covered by the Plan. The District's governing board has the authority to establish and amend the benefit terms as contained within the negotiated labor agreements.

Contributions

The benefit payment requirements of the Plan members and the District are established and may be amended by the District, the Pacific Grove Teachers Association (PGTA), the local California Service Employees Association (CSEA), and unrepresented groups. The benefit payment is based on projected pay-as-you-go financing requirements as determined annually through the agreements with the District, PGTA, CSEA, and the unrepresented groups. For measurement period of June 30, 2020, the District paid \$282,253 in benefits.

Total OPEB Liability of the District

The District's total OPEB liability of \$9,298,705 was measured as of June 30, 2020 by applying certain roll-forward procedures to the actuarial valuation completed as of June 30, 2019.

Actuarial Assumptions

The total OPEB liability in the June 30, 2020 actuarial valuation was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.63 percent
Salary increases	2.75 percent, average, including inflation
Discount rate	2.20 percent
Healthcare cost trend rates	4.00 percent

The discount rate was based on the Bond Buyer 20-bond General Obligation Index.

Mortality rates were based on the 2009 CalSTRS Mortality Table for certificated employees and the 2014 CalPERS Active Mortality for Miscellaneous Employees Table for classified employees. Mortality rates vary by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actual experience study for the period July 1, 2018 to June 30, 2019.

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance, June 30, 2019	\$ 7,613,885
Service cost	654,488
Interest	271,615
Differences between expected and actual experience	(79,139)
Changes of assumptions or other inputs	1,120,109
Benefit payments	<u>(282,253)</u>
Net change in total OPEB liability	<u>1,684,820</u>
Balance, June 30, 2020	<u>\$ 9,298,705</u>

Changes in Benefit Terms - There were no changes in the benefit terms since the previous measurement.

Changes of Assumptions - The inflation rate changed from 2.75 percent to 2.63 percent. The discount rate changed from 3.5 percent to 2.2 percent.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Total OPEB Liability</u>
1% decrease (1.2%)	\$ 10,194,695
Current discount rate (2.2%)	9,298,705
1% increase (3.2%)	8,400,574

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percent lower or higher than the current healthcare costs trend rate:

<u>Healthcare Cost Trend Rate</u>	<u>Total OPEB Liability</u>
1% decrease (3%)	\$ 8,813,517
Current healthcare cost trend rate (4%)	9,298,705
1% increase (5%)	9,942,828

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources related to OPEB

At June 30, 2021, the District reported deferred outflows of resources and deferred inflow of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions subsequent to measurement date	\$ 236,208 *	\$ -
Differences between expected and actual experience	-	2,712,521
Changes of assumptions	<u>1,142,385</u>	<u>165,167</u>
 Total	 <u>\$ 1,378,593</u>	 <u>\$ 2,877,688</u>

* Includes a implicit subsidy rate of 1.458

The deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to differences between expected and actual experience and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period and will be recognized in OPEB expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred (Inflows) of Resources</u>
2022	\$ 151,291	\$ (441,908)
2023	151,291	(441,908)
2024	151,291	(441,908)
2025	151,291	(441,908)
2026	151,291	(415,020)
Thereafter	<u>385,930</u>	<u>(695,036)</u>
 Total	 <u>\$ 1,142,385</u>	 <u>\$ (2,877,688)</u>

Medicare Premium Payment (MPP) Program

Plan Description

The Medicare Premium Payment (MPP) Program is administered by the California State Teachers' Retirement System (CalSTRS). The MPP Program is a cost-sharing multiple-employer other postemployment benefit plan (OPEB) established pursuant to Chapter 1032, Statutes 2000 (SB 1435). CalSTRS administers the MPP Program through the Teachers' Health Benefits Fund (THBF).

Pacific Grove Unified School District

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A full description of the MPP Program regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2019, annual actuarial valuation report, Medicare Premium Payment Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

Benefits Provided

The MPP Program pays Medicare Part A premiums and Medicare Parts A and B late enrollment surcharges for eligible members of the State Teachers Retirement Plan (STRP) Defined Benefit (DB) Program who were retired or began receiving a disability allowance prior to July 1, 2012 and were not eligible for premium free Medicare Part A. The payments are made directly to the Centers for Medicare and Medicaid Services (CMS) on a monthly basis.

The MPP Program is closed to new entrants as members who retire after July 1, 2012, are not eligible for coverage under the MPP Program.

The MPP Program is funded on a pay-as-you go basis from a portion of monthly District benefit payments. In accordance with California *Education Code* Section 25930, contributions that would otherwise be credited to the DB Program each month are instead credited to the MPP Program to fund monthly program and administrative costs. Total redirections to the MPP Program are monitored to ensure that total incurred costs do not exceed the amount initially identified as the cost of the program.

Net OPEB Liability and OPEB Expense

At June 30, 2021, the District reported a liability of \$225,036 for its proportionate share of the net OPEB liability for the MPP Program. The net OPEB liability was measured as of June 30, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2019. The District's proportion of the net OPEB liability was based on a projection of the District's long-term share of contributions to the OPEB Plan relative to the projected contributions of all participating school districts, actuarially determined. The District's proportionate share for the measurement period June 30, 2020 and June 30, 2019, respectively, was 0.0531 percent and 0.0558 percent, resulting in a net decrease in the proportionate share of 0.0027 percent.

For the year ended June 30, 2021, the District recognized OPEB expense of \$17,248.

Pacific Grove Unified School District

Notes to Financial Statements

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Actuarial Methods and Assumptions

The June 30, 2020 total OPEB liability was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2019, and rolling forward the total OPEB liability to June 30, 2020, using the assumptions listed in the following table:

Measurement Date	June 30, 2020	June 30, 2019
Valuation Date	June 30, 2019	June 30, 2018
Experience Study	June 30, 2014 through June 30, 2018	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry age normal	Entry age normal
Investment Rate of Return	2.21%	3.50%
Medicare Part A Premium Cost Trend Rate	4.50%	3.70%
Medicare Part B Premium Cost Trend Rate	5.40%	4.10%

For the valuation as of June 30, 2019, CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among our members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table, issued by the Society of Actuaries.

Assumptions were made about future participation (enrollment) into the MPP Program because CalSTRS is unable to determine which members not currently participating meet all eligibility criteria for enrollment in the future. Assumed enrollment rates were derived based on past experience and are stratified by age with the probability of enrollment diminishing as the members' age increases. This estimated enrollment rate was then applied to the population of members who may meet criteria necessary for eligibility and are not currently enrolled in the MPP Program. Based on this, the estimated number of future enrollments used in the financial reporting valuation was 294 or an average of 0.18 percent of the potentially eligible population (159,339).

The MPP Program is funded on a pay-as-you-go basis with contributions generally being made at the same time and in the same amount as benefit payments and expenses coming due. Any funds within the MPP Program as of June 30, 2020, were to manage differences between estimated and actual amounts to be paid and were invested in the Surplus Money Investment Fund, which is a pooled investment program administered by the State Treasurer.

Discount Rate

The discount rate used to measure the total OPEB liability as of June 30, 2020, is 2.21 percent. As the MPP Program is funded on a pay-as-you-go basis as previously noted, the OPEB Plan's fiduciary net position was not projected to be sufficient to make projected future benefit payments. Therefore, a discount rate of 2.21 percent, which is the Bond Buyer 20-Bond GO Index from Bondbuyer.com as of June 30, 2020, was applied to all periods of projected benefit payments to measure the total OPEB liability. The discount rate decreased 1.29 percent from 3.50 percent as of June 30, 2019.

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net OPEB liability calculated using the current discount rate, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net OPEB Liability</u>
1% decrease (1.21%)	\$ 248,840
Current discount rate (2.21%)	225,036
1% increase (3.21%)	204,781

Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Medicare Costs Trend Rates

The following presents the District's proportionate share of the net OPEB liability calculated using the current Medicare costs trend rates, as well as what the net OPEB liability would be if it were calculated using Medicare costs trend rates that are one percent lower or higher than the current rates:

<u>Medicare Costs Trend Rates</u>	<u>Net OPEB Liability</u>
1% decrease (3.50% Part A and 4.40% Part B)	\$ 204,048
Current Medicare costs trend rates (4.50% Part A and 5.40% Part B)	225,036
1% increase (5.50% Part A and 6.40% Part B)	249,198

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Note 13 - Fund Balances

Fund balances are composed of the following elements:

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total
Nonspendable					
Revolving cash	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Stores inventories	-	-	-	7,815	7,815
Prepaid expenditures	850	-	-	-	850
Total nonspendable	<u>5,850</u>	<u>-</u>	<u>-</u>	<u>7,815</u>	<u>13,665</u>
Restricted					
Legally restricted programs	1,403,549	-	-	376,305	1,779,854
Student activities	-	-	-	631,201	631,201
Food service	-	-	-	309,331	309,331
Capital projects	-	6,808,838	-	-	6,808,838
Debt services	-	-	4,566,465	-	4,566,465
Total restricted	<u>1,403,549</u>	<u>6,808,838</u>	<u>4,566,465</u>	<u>1,316,837</u>	<u>14,095,689</u>
Assigned					
Sick leave incentive	70,000	-	-	-	70,000
Deferred maintenance	369,714	-	-	150,140	519,854
CalSTRS/CalPERS reserve	105,735	-	-	-	105,735
Lottery unrestricted/PG&E	19,214	-	-	-	19,214
Postemployment benefits	6,294	-	-	-	6,294
Adult education	-	-	-	1,843,723	1,843,723
Preschool donations	-	-	-	121,112	121,112
Capital outlay projects	-	-	-	348,608	348,608
Total assigned	<u>570,957</u>	<u>-</u>	<u>-</u>	<u>2,463,583</u>	<u>3,034,540</u>
Unassigned					
Reserve for economic uncertainties	4,866,152	-	-	-	4,866,152
Total	<u>\$ 6,846,508</u>	<u>\$ 6,808,838</u>	<u>\$ 4,566,465</u>	<u>\$ 3,788,235</u>	<u>\$ 22,010,046</u>

Pacific Grove Unified School District
Notes to Financial Statements
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Note 14 - Risk Management

Property and Liability

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year ending June 30, 2021, the District contracted with NorCal ReLiEF for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

Workers' Compensation

For fiscal year 2021, the District participated in the Monterey Educational Risk Management Authority (MERMA), an insurance purchasing pool. The intent of MERMA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in MERMA. The workers' compensation experience of the participating districts is calculated as one experience and a common premium rate is applied to all districts in MERMA.

Employee Medical Benefits

The District has contracted with the Monterey County Schools Insurance Group (MCSIG) to provide employee health benefits. Rates are set through an annual calculation process. The District pays a monthly contribution, which is placed in a common fund from which claim payments are made for all participating Districts. Claims are paid for all participants regardless of claims flow. The Board of Directors has a right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

Note 15 - Employee Retirement Systems

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

For the fiscal year ended June 30, 2021, the District reported its proportionate share of net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense for each of the above plans as follows:

<u>Pension Plan</u>	<u>Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Pension Expense</u>
CalSTRS	\$ 29,533,108	\$ 8,282,331	\$ 2,087,903	\$ 3,957,627
CalPERS	15,363,509	3,096,643	57,230	3,354,683
Total	<u>\$ 44,896,617</u>	<u>\$ 11,378,974</u>	<u>\$ 2,145,133</u>	<u>\$ 7,312,310</u>

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2019, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The District contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

Pacific Grove Unified School District
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The STRP provisions and benefits in effect at June 30, 2021, are summarized as follows:

	STRP Defined Benefit Program	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	2% at 60	2% at 62
Benefit formula	5 years of service	5 years of service
Benefit vesting schedule	Monthly for life	Monthly for life
Benefit payments	60	62
Retirement age	2.0% - 2.4%	2.0% - 2.4%
Monthly benefits as a percentage of eligible compensation	10.25%	10.205%
Required employee contribution rate	16.15%	16.15%
Required employer contribution rate	10.328%	10.328%
Required state contribution rate		

Contributions

Required member, District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2021, are presented above and the District's total contributions were \$2,909,386.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At June 30, 2021, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related state support and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share	
Proportionate share of net pension liability	\$ 29,533,108
State's proportionate share of the net pension liability	15,224,321
Total	\$ 44,757,429

The net pension liability was measured as of June 30, 2020. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the State, actuarially determined. The District's proportionate share for the measurement period June 30, 2020 and June 30, 2019, respectively was 0.0305 percent and 0.0315 percent, resulting in a net decrease in the proportionate share of 0.0010 percent.

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For the year ended June 30, 2021, the District recognized pension expense of \$3,957,627. In addition, the District recognized pension expense and revenue of \$2,132,778 for support provided by the State. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 2,909,386	\$ -
Change in proportion and differences between contributions made and District's proportionate share of contributions	1,739,400	1,255,019
Differences between projected and actual earnings on pension plan investments	701,537	-
Differences between expected and actual experience in the measurement of the total pension liability	52,112	832,884
Changes of assumptions	<u>2,879,896</u>	<u>-</u>
Total	<u>\$ 8,282,331</u>	<u>\$ 2,087,903</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>
2022	\$ (428,073)
2023	239,027
2024	476,885
2025	<u>413,698</u>
Total	<u>\$ 701,537</u>

Pacific Grove Unified School District

Notes to Financial Statements

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The deferred outflows/(inflows) of resources related to the change in proportion and differences between contributions made and District's proportionate share of contributions, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is seven years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2022	\$ 746,677
2023	860,533
2024	1,104,775
2025	85,969
2026	(81,441)
Thereafter	(133,008)
Total	<u>\$ 2,583,505</u>

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2019, and rolling forward the total pension liability to June 30, 2020. The financial reporting actuarial valuation as of June 30, 2019, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2019
Measurement date	June 30, 2020
Experience study	July 1, 2015 through June 30, 2018
Actuarial cost method	Entry age normal
Discount rate	7.10%
Investment rate of return	7.10%
Consumer price inflation	2.75%
Wage growth	3.50%

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

Alliance-PCA) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in January 2020 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2020, are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Public equity	42%	4.8%
Real estate	15%	3.6%
Private equity	13%	6.3%
Fixed income	12%	1.3%
Risk mitigating strategies	10%	1.8%
Inflation sensitive	6%	3.3%
Cash/liquidity	2%	(0.4%)

Discount Rate

The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.10%)	\$ 44,620,413
Current discount rate (7.10%)	29,533,108
1% increase (8.10%)	17,076,414

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

California Public Employees Retirement System (CalPERS)**Plan Description**

Qualified employees are eligible to participate in the School Employer Pool (SEP) under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2019, annual actuarial valuation report, Schools Pool Actuarial Valuation. This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2021, are summarized as follows:

	<u>School Employer Pool (CalPERS)</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	7.00%
Required employer contribution rate	20.70%	20.70%

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2021, are presented above and the total District contributions were \$1,501,999.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

As of June 30, 2021, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$15,363,509. The net pension liability was measured as of June 30, 2020. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. The District's proportionate share for the measurement period June 30, 2020 and June 30, 2019, respectively was 0.0501 percent and 0.0486 percent, resulting in a net increase in the proportionate share of 0.0015 percent.

For the year ended June 30, 2021, the District recognized pension expense of \$3,354,683. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,501,999	\$ -
Change in proportion and differences between contributions made and District's proportionate share of contributions	456,504	57,230
Differences between projected and actual earnings on pension plan investments	319,819	-
Differences between expected and actual experience in the measurement of the total pension liability	761,982	-
Changes of assumptions	56,339	-
	<u>3,096,643</u>	<u>57,230</u>
Total	<u>\$ 3,096,643</u>	<u>\$ 57,230</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

The deferred outflows of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>
2022	\$ (119,684)
2023	106,753
2024	185,555
2025	<u>147,195</u>
Total	<u>\$ 319,819</u>

The deferred outflows/(inflows) of resources related to the change in proportion and differences between contributions made and District's proportionate share of contributions, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 4.1 years and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2022	\$ 753,677
2023	388,293
2024	71,946
2025	<u>3,679</u>
Total	<u>\$ 1,217,595</u>

Actuarial Methods and Assumptions

Total pension liability for the SEP was determined by applying update procedures to the financial reporting actuarial valuation as of June 30, 2019, and rolling forward the total pension liability to June 30, 2020. The financial reporting actuarial valuation as of June 30, 2019, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2019
Measurement date	June 30, 2020
Experience study	July 1, 1997 through June 30, 2015
Actuarial cost method	Entry age normal
Discount rate	7.15%
Investment rate of return	7.15%
Consumer price inflation	2.50%
Wage growth	Varies by entry age and service

Pacific Grove Unified School District

Notes to Financial Statements

June 30, 2021

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries 90 percent of scale MP-2016.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	50%	5.98%
Fixed income	28%	2.62%
Inflation assets	0%	1.81%
Private equity	8%	7.23%
Real assets	13%	4.93%
Liquidity	1%	(0.92%)

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.15%)	\$ 22,087,846
Current discount rate (7.15%)	15,363,509
1% increase (8.15%)	9,782,647

Social Security

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by Social Security or an alternative plan. The District has elected to use Social Security.

On Behalf Payments

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS in the amount of \$1,722,942 (10.328 percent of annual payroll). Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these financial statements. On behalf payments have been included in the calculation of available reserves.

Note 16 - Commitments and Contingencies**Sick Leave**

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; the certificated, management, and classified employees do gain a vested right to accumulated sick leave. In addition, certificated, management, and confidential employees are paid an incentive amount for any sick leave balance at year-end and at termination of employment, subject to a contracted sick leave incentive program. Therefore, the value of accumulated sick leave incentive payments are recognized in the District's financial statements.

Grants

The District received financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2021.

Litigation

The District is not currently a party to any legal proceedings.

Construction Commitments

As of June 30, 2021, the District had the following commitments with respect to the unfinished capital projects:

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

<u>Capital Projects</u>	<u>Remaining Construction Commitment</u>	<u>Expected Date of Completion</u>
Intercom and bell replacement - Forest Grove	\$ 62,385	September 2021
Field and track replacement - High school	800,221	September 2021
Foods classroom improvements - High school	76,072	September 2021
Roof repairs - High school	354,030	December 2021
Intercom and bell replacement - High school	75,191	February 2022
Total	<u>\$ 1,367,899</u>	

Note 17 - Participation in Public Entity Risk Pools and Joint Powers Authorities

The District is a member of the Monterey County Schools' Insurance Group (MCSIG), NorCal ReLiEF, the Monterey Educational Risk Management Authority (MERMA) public entity risk pools. The District pays an annual premium to each entity for its health, workers' compensation, and property liability coverage. The relationships between the District, the pools, and the JPA's are such that they are not component units of the District for financial reporting purposes.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these statements. Audited financial statements are available from the respective entities.

The District has appointed one member to the governing board of MCSIG.

During the year ended June 30, 2021, the District made payment of \$580,515 to MCSIG for medical, dental, vision, and life insurance.

The District has appointed one member to the governing board of NorCal ReLiEF.

During the year ended June 30, 2021, the District made payment of \$249,057 to NorCal ReLiEF for liability and property insurance.

The District has appointed one member to the governing board of MERMA.

During the year ended June 30, 2021, the District made payment of \$633,738 to MERMA for workers' compensation insurance.

Pacific Grove Unified School District
Notes to Financial Statements
June 30, 2021

Note 18 - Subsequent Events**Tax and Revenue Anticipation Notes**

The District issued \$6,510,000 of Tax and Revenue Anticipation Notes dated July 27, 2021. The notes mature on June 30, 2022, and yield two percent interest. The notes were sold to supplement cash flow. Repayment requirements are the principal and interest be deposited with the Fiscal Agent by April 30, 2022.

Note 19 - Restatement of Prior Year Net Position and Fund Balance

As of July 1, 2020, the Pacific Grove Unified School District adopted GASB Statement No. 84, *Fiduciary Activities* (GASB 84). As a result of the implementation of GASB 84, the District has reclassified its associated student body activity previously reported as fiduciary funds to a governmental fund – Student Activity Fund and is now reporting a custodial fund. The following table describes the effects of the implementation on beginning fund balance/net position.

	Non-Major Governmental Funds	Total Governmental Funds
	<u> </u>	<u> </u>
Beginning Fund Balance previously reported at June 30, 2020	\$ 2,286,360	\$ 13,191,303
Reclassification of student activity funds from agency funds to a special revenue fund	<u>636,220</u>	<u>636,220</u>
Fund Balance - Beginning as Restated July 1, 2020	<u><u>\$ 2,922,580</u></u>	<u><u>\$ 13,827,523</u></u>
Custodial Funds		
Beginning Net Position previously reported at June 30, 2020		\$ -
Inclusion of beginning net position from the adoption of GASB Statement No. 84 to report cafeteria plan for employees		<u>43,244</u>
Net Position - Beginning as Restated July 1, 2020		<u><u>\$ 43,244</u></u>
Governmental Activities Financial Statements		
Beginning Net Position Governmental Activities previously reported at June 30, 2020		\$ (20,564,905)
Reclassification of student activity funds from agency funds to a special revenue fund		<u>636,220</u>
Net Position - Beginning as Restated July 1, 2020		<u><u>\$ (19,928,685)</u></u>



Required Supplementary Information
June 30, 2021

Pacific Grove Unified School District

Pacific Grove Unified School District
 Budgetary Comparison Schedule – General Fund
 Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variances - Positive (Negative)
	Original	Final		Final to Actual
Revenues				
Local Control Funding Formula	\$ 31,773,436	\$ 31,769,440	\$ 32,234,685	\$ 465,245
Federal sources	659,185	2,163,610	1,932,812	(230,798)
Other State sources	2,534,318	3,674,177	3,081,226	(592,951)
Other local sources	1,380,728	1,712,967	1,799,125	86,158
Total revenues ¹	<u>36,347,667</u>	<u>39,320,194</u>	<u>39,047,848</u>	<u>(272,346)</u>
Expenditures				
Current				
Certificated salaries	17,118,269	17,753,195	18,000,573	(247,378)
Classified salaries	6,523,951	6,552,676	6,989,510	(436,834)
Employee benefits	8,534,317	7,826,845	8,174,037	(347,192)
Books and supplies	971,288	3,512,263	1,357,427	2,154,836
Services and operating expenditures	2,267,105	2,853,643	2,390,198	463,445
Other outgo	54,268	54,269	27,813	26,456
Capital outlay	-	35,908	53,065	(17,157)
Total expenditures ¹	<u>35,469,198</u>	<u>38,588,799</u>	<u>36,992,623</u>	<u>1,596,176</u>
Excess of Revenues Over Expenditures	<u>878,469</u>	<u>731,395</u>	<u>2,055,225</u>	<u>1,323,830</u>
Other Financing Uses				
Transfers out	<u>(73,822)</u>	<u>(822,379)</u>	<u>(627,721)</u>	<u>194,658</u>
Net Change in Fund Balances	804,647	(90,984)	1,427,504	1,518,488
Fund Balance - Beginning	<u>5,419,004</u>	<u>5,419,004</u>	<u>5,419,004</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 6,223,651</u>	<u>\$ 5,328,020</u>	<u>\$ 6,846,508</u>	<u>\$ 1,518,488</u>

¹ Due to the consolidation of Fund 20, Special Reserve Fund for Postemployment Benefits for reporting purposes into the General Fund, additional revenues and expenditures pertaining to these other funds are included in the Actual (GAAP Basis) revenues and expenditures, however are not included in the original and final General Fund budgets.

Pacific Grove Unified School District
Schedule of Changes in the District's Total OPEB Liability and Related Ratios
Year Ended June 30, 2021

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability				
Service cost	\$ 654,488	\$ 732,709	\$ 749,355	\$ 729,299
Interest	271,615	388,268	374,476	323,758
Difference between expected and actual experience	(79,139)	(3,431,279)	-	-
Changes of assumptions	1,120,109	196,109	(280,400)	-
Benefit payments	<u>(282,253)</u>	<u>(356,353)</u>	<u>(477,910)</u>	<u>(459,529)</u>
Net change in total OPEB liability	1,684,820	(2,470,546)	365,521	593,528
Total OPEB Liability - Beginning	<u>7,613,885</u>	<u>10,084,431</u>	<u>9,718,910</u>	<u>9,125,382</u>
Total OPEB Liability - Ending	<u>\$ 9,298,705</u>	<u>\$ 7,613,885</u>	<u>\$ 10,084,431</u>	<u>\$ 9,718,910</u>
Covered Payroll	<u>N/A¹</u>	<u>N/A¹</u>	<u>N/A¹</u>	<u>N/A¹</u>
Total OPEB Liability as a Percentage of Covered Payroll	<u>N/A¹</u>	<u>N/A¹</u>	<u>N/A¹</u>	<u>N/A¹</u>
Measurement Date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017

¹ The OPEB Plan is not administered through a trust and contributions are not made based on a measure of pay; therefore, no measure of payroll is presented.

Note: In the future, as data becomes available, ten years of information will be presented.

Pacific Grove Unified School District
Schedule of the District's Proportionate Share of the Net OPEB Liability – MPP Program
Year Ended June 30, 2021

Year ended June 30,	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Proportion of the net OPEB liability	0.0531%	0.0558%	0.0547%	0.0524%
Proportionate share of the net OPEB liability	\$ 225,036	\$ 207,788	\$ 209,268	\$ 220,432
Covered payroll	N/A ¹	N/A ¹	N/A ¹	N/A ¹
Proportionate share of the net OPEB liability as a percentage of it's covered payroll	N/A ¹	N/A ¹	N/A ¹	N/A ¹
Plan fiduciary net position as a percentage of the total OPEB liability	(0.71%)	(0.81%)	(0.40%)	0.01%
Measurement Date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017

¹ As of June 30, 2012, active members are no longer eligible for future enrollment in the MPP Program; therefore, the covered payroll disclosure is not applicable.

Note : In the future, as data becomes available, ten years of information will be presented.

Pacific Grove Unified School District
Schedule of the District's Proportionate Share of the Net Pension Liability
Year Ended June 30, 2021

	2021	2020	2019	2018
CaSTRS				
Proportion of the net pension liability	0.0305%	0.0315%	0.0305%	0.0289%
Proportionate share of the net pension liability	\$ 29,533,108	\$ 28,487,151	\$ 27,994,732	\$ 26,764,572
State's proportionate share of the net pension liability	15,224,321	15,541,643	16,028,293	15,833,695
Total	<u>\$ 44,757,429</u>	<u>\$ 44,028,794</u>	<u>\$ 44,023,025</u>	<u>\$ 42,598,267</u>
Covered payroll	<u>\$ 17,164,484</u>	<u>\$ 17,164,484</u>	<u>\$ 16,273,839</u>	<u>\$ 15,413,665</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	<u>172.06%</u>	<u>165.97%</u>	<u>172.02%</u>	<u>173.64%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>72%</u>	<u>73%</u>	<u>71%</u>	<u>69%</u>
Measurement Date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
CaIPERS				
Proportion of the net pension liability	0.0501%	0.0486%	0.0453%	0.0436%
Proportionate share of the net pension liability	\$ 15,363,509	\$ 14,170,883	\$ 12,068,714	\$ 10,417,835
Covered payroll	<u>\$ 6,737,438</u>	<u>\$ 6,737,438</u>	<u>\$ 5,973,196</u>	<u>\$ 5,574,618</u>
Proportionate share of the net pension liability as a percentage of its covered payroll	<u>228.03%</u>	<u>210.33%</u>	<u>202.05%</u>	<u>186.88%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>70%</u>	<u>70%</u>	<u>71%</u>	<u>72%</u>
Measurement Date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017

Note: In the future, as data becomes available, ten years of information will be presented.

Pacific Grove Unified School District
Schedule of the District's Proportionate Share of the Net Pension Liability
Year Ended June 30, 2021

	2017	2016	2015
CaSTRS			
Proportion of the net pension liability	0.0277%	0.0296%	0.0301%
Proportionate share of the net pension liability	\$ 22,436,743	\$ 19,898,672	\$ 17,586,270
State's proportionate share of the net pension liability	12,772,837	10,524,204	10,619,349
Total	\$ 35,209,580	\$ 30,422,876	\$ 28,205,619
Covered payroll	\$ 14,180,214	\$ 13,253,423	\$ 13,630,242
Proportionate share of the net pension liability as a percentage of its covered payroll	158.23%	150.14%	129.02%
Plan fiduciary net position as a percentage of the total pension liability	70%	74%	77%
Measurement Date	June 30, 2016	June 30, 2015	June 30, 2014
CaPERS			
Proportion of the net pension liability	0.0439%	0.0434%	0.0440%
Proportionate share of the net pension liability	\$ 8,674,075	\$ 6,396,296	\$ 4,991,661
Covered payroll	\$ 5,296,801	\$ 4,768,252	\$ 4,431,236
Proportionate share of the net pension liability as a percentage of its covered payroll	163.76%	134.14%	112.65%
Plan fiduciary net position as a percentage of the total pension liability	74%	79%	83%
Measurement Date	June 30, 2016	June 30, 2015	June 30, 2014

Note: In the future, as data becomes available, ten years of information will be presented.

Pacific Grove Unified School District
Schedule of the District Contributions
Year Ended June 30, 2021

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
CaSTRS				
Contractually required contribution	\$ 2,909,386	\$ 2,935,229	\$ 2,794,378	\$ 2,348,315
Less contributions in relation to the contractually required contribution	<u>2,909,386</u>	<u>2,935,229</u>	<u>2,794,378</u>	<u>2,348,315</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 18,014,774</u>	<u>\$ 17,165,082</u>	<u>\$ 17,164,484</u>	<u>\$ 16,273,839</u>
Contributions as a percentage of covered payroll	<u>16.15%</u>	<u>17.10%</u>	<u>16.28%</u>	<u>14.43%</u>
CaIPERS				
Contractually required contribution	\$ 1,501,999	\$ 1,424,084	\$ 1,216,916	\$ 927,697
Less contributions in relation to the contractually required contribution	<u>1,501,999</u>	<u>1,424,084</u>	<u>1,216,916</u>	<u>927,697</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 7,256,034</u>	<u>\$ 7,221,155</u>	<u>\$ 6,737,438</u>	<u>\$ 5,973,196</u>
Contributions as a percentage of covered payroll	<u>20.700%</u>	<u>19.721%</u>	<u>18.062%</u>	<u>15.531%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

Pacific Grove Unified School District
Schedule of the District Contributions
Year Ended June 30, 2021

	<u>2017</u>	<u>2016</u>	<u>2015</u>
CaSTRS			
Contractually required contribution	\$ 1,939,039	\$ 1,521,537	\$ 1,176,904
Less contributions in relation to the contractually required contribution	<u>1,939,039</u>	<u>1,521,537</u>	<u>1,176,904</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 15,413,665</u>	<u>\$ 14,180,214</u>	<u>\$ 13,253,423</u>
Contributions as a percentage of covered payroll	<u>12.58%</u>	<u>10.73%</u>	<u>8.88%</u>
CaIPERS			
Contractually required contribution	\$ 774,203	\$ 627,512	\$ 561,271
Less contributions in relation to the contractually required contribution	<u>774,203</u>	<u>627,512</u>	<u>561,271</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 5,574,618</u>	<u>\$ 5,296,801</u>	<u>\$ 4,768,252</u>
Contributions as a percentage of covered payroll	<u>13.888%</u>	<u>11.847%</u>	<u>11.771%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

Note 1 - Purpose of Schedules**Budgetary Comparison Schedule**

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United State of America as prescribed by the Governmental Accounting Standards Board and provisions of the California *Education Code*. The governing board is required to hold a public hearing and adopt an operating budget no later than July 1 of each year. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for.

This schedule presents information for the original and final budgets and actual results of operations, as well as the variances from the final budget to actual results of operations.

Schedule of Changes in the District's Total OPEB Liability and Related Ratios

This schedule presents information on the District's changes in the total OPEB liability, including beginning and ending balances, and the total OPEB liability. In the future, as data becomes available, ten years of information will be presented.

- *Changes in Benefit Terms* - There were no changes in the benefit terms since the previous valuation.
- *Changes of Assumptions* - The inflation rate changed from 2.75 percent to 2.63 percent. The discount rate changed from 3.5 percent to 2.2 percent.

Schedule of the District's Proportionate Share of the Net OPEB Liability - MPP Program

This schedule presents information on the District's proportionate share of the net OPEB Liability - MPP Program and the plans' fiduciary net position. In the future, as data becomes available, ten years of information will be presented.

- *Changes in Benefit Terms* - There were no changes in the benefit terms since the previous valuation.
- *Changes of Assumptions* - The plan rate of investment return assumption was changed from 3.50 percent to 2.21 percent since the previous valuation.

Schedule of the District's Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net position and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

- *Changes in Benefit Terms* - There were no changes in benefit terms since the previous valuations for both CalSTRS and CalPERS.
- *Changes of Assumptions* - There were no changes in economic assumptions for either the CalSTRS or CalPERS plans from the previous valuations.

Schedule of District Contributions

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution. In the future, as data becomes available, ten years of information will be presented.



Supplementary Information
June 30, 2021

Pacific Grove Unified School District

Pacific Grove Unified School District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing/Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Education			
Passed Through California Department of Education (CDE)			
Special Education Cluster			
Special Education Grants to States - Basic Local Assistance	84.027	13379	\$ 381,200
Special Education Grants to States - Preschool Grants	84.173	13430	4,460
Special Education Preschool Grants	84.173	13839	3,264
Special Education Preschool Grants - Preschool Staff Development	84.173	13431	<u>58</u>
Total Special Education Cluster			<u>388,982</u>
COVID-19 Elementary and Secondary School Emergency Relief Fund (ESSER)	84.425D	15536	105,393
COVID-19 Elementary and Secondary School Emergency Relief Fund II (ESSER II)	84.425D	15547	360,696
COVID-19 Governor's Emergency Education Relief Fund (GEER)	84.425C	15517	110,403
COVID-19, Child Nutrition: CARES Act Supplemental Meal Reimbursement	84.425	15535	<u>37,575</u>
Subtotal CFDA			<u>614,067</u>
Adult Education - Basic Grants to States, Basic	84.002	14508	35,472
Adult Education - Basic Grants to States, Secondary	84.002	13978	<u>19,549</u>
Subtotal CFDA			<u>55,021</u>
English Language Acquisition State Grants - IEP	84.365	15146	253
English Language Acquisition State Grants - LEP	84.365	14346	<u>10,517</u>
Subtotal CFDA			<u>10,770</u>
Title I Grants to Local Educational Agencies	84.010	14329	176,794
Supporting Effective Instruction State Grants - Teacher Quality	84.367	14341	40,130
Student Support and Academic Enrichment Program	84.424	15396	10,000
Career and Technical Education - Basic Grants to States	84.048	14894	<u>25,232</u>
Total U.S. Department of Education			<u>1,320,996</u>
U.S. Department of Treasury			
Passed Through California Department of Education (CDE)			
COVID-19, Coronavirus Relief Fund (CRF): Learning Loss Mitigation	21.019	25516	<u>704,412</u>
Total U.S. Department of Treasury			<u>704,412</u>

Pacific Grove Unified School District
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing/Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Agriculture			
Passed Through California Department of Education			
Child Nutrition Cluster			
National School Lunch Program - Summer Food Program	10.559	13004	432,506
National School Lunch Program - Commodity Supplemental Food	10.555	13391	<u>41,129</u>
Total Child Nutrition Cluster			<u>473,635</u>
Total U.S. Department of Agriculture			<u>473,635</u>
Total Federal Financial Assistance			<u>\$ 2,499,043</u>

Pacific Grove Unified School District
Local Education Agency Organization Structure
June 30, 2021

Organization

The Pacific Grove Unified School District was organized in 1895 and consists of an area comprising approximately 12 square miles. The District operates two elementary schools, one middle school, one high school, one adult education center, one continuation high school, and three child care centers. There were no boundary changes during the year.

Governing Board

Member	Office	Term Expires
John Paff	President	2022
Brian Swanson	Clerk	2024
Cristy Dawson	Member	2022
Jon Walton	Member	2022
Carolyn Swanson	Member	2024

Administration

Ralph Porras	Superintendent
Song Chin-Bendib	Assistant Superintendent, Business
Billie Mankey	Director, Human Resources
Ani Silva	Director, Curriculum/Special Projects
Clare Davies	Director, Student Services
Matt Kelly	Director, Maintenance and Transportation
Matthew Binder	Director, Education Technology
Stephanie Lip	Director, Nutrition

Pacific Grove Unified School District

Schedule of Instructional Time

Year Ended June 30, 2021

Grade Level	Number of Actual Days		Total Days Offered	Status
	Traditional Calendar	Multitrack Calendar		
Kindergarten	180	N/A	180	Complied
Grades 1 - 3				
Grade 1	180	N/A	180	Complied
Grade 2	180	N/A	180	Complied
Grade 3	180	N/A	180	Complied
Grades 4 - 8				
Grade 4	180	N/A	180	Complied
Grade 5	180	N/A	180	Complied
Grade 6	180	N/A	180	Complied
Grade 7	180	N/A	180	Complied
Grade 8	180	N/A	180	Complied
Grades 9 - 12				
Grade 9	180	N/A	180	Complied
Grade 10	180	N/A	180	Complied
Grade 11	180	N/A	180	Complied
Grade 12	180	N/A	180	Complied

Pacific Grove Unified School District
Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
Year Ended June 30, 2021

There were no adjustments to the Unaudited Actual Financial Report, which required reconciliation to the audited financial statements at June 30, 2021.

Pacific Grove Unified School District
Schedule of Financial Trends and Analysis
Year Ended June 30, 2021

	(Budget) 2022 ¹	2021	2020	2019
General Fund ³				
Revenues	\$ 37,723,996	\$ 39,047,735	\$ 35,872,323	\$ 35,985,342
Expenditures	36,521,524	36,992,624	34,965,242	35,618,024
Other uses and transfers out	118,574	627,720	190,626	269,020
Total Expenditures and Other Uses	36,640,098	37,620,344	35,155,868	35,887,044
Increase in Fund Balance	1,083,898	1,427,391	716,455	98,298
Ending Fund Balance	\$ 7,924,111	\$ 6,840,213	\$ 5,412,822	\$ 4,696,367
Available Reserves ^{2, 4}	\$ 1,099,203	\$ 4,866,152	\$ 3,829,920	\$ 2,196,975
Available Reserves as a Percentage of Total Outgo ⁴	3.00%	12.93%	10.89%	6.10%
Long-Term Liabilities	Not Available	\$ 103,008,006	\$ 95,878,223	\$ 96,521,987
Average Daily Attendance at P-2	1,910	1,910	1,910	1,909

The General Fund balance has increased by \$2,143,846 over the past two years. The fiscal year 2021-2022 budget projects an increase of \$1,083,898 (15.8 percent). For a district this size, the State recommends available reserves of at least three percent of total General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating surpluses in each of the past three years and anticipates incurring an operating surplus during the 2021-2022 fiscal year. Total long-term liabilities have increased by \$6,486,019 over the past two years.

Average daily attendance has increased by one over the past two years. No change in ADA is anticipated during fiscal year 2021-2022.

¹ Budget 2022 is included for analytical purposes only and has not been subjected to audit.

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

³ General Fund amounts do not include activity related to the consolidation of the Special Reserve Retiree Benefits Fund as required by GASB Statement No. 54.

⁴ On behalf payments of \$1,485,228 relating to Senate Bill 90 have been excluded from the calculation of available reserves for the fiscal years ending June 30, 2019.

Pacific Grove Unified School District
Combining Balance Sheet – Non-Major Governmental Funds
June 30, 2021

	Student Activities Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Special Reserve Fund for Capital Outlay Projects	Total Non-Major Governmental Funds
Assets							
Deposits and investments	\$ 631,201	\$ 2,068,630	\$ -	\$ -	\$ 57,478	\$ 306,161	\$ 3,063,470
Receivables	-	96,683	39,559	84,872	105	42,447	263,666
Due from other funds	-	301,613	313,544	277,819	93,372	-	986,348
Stores inventories	-	-	-	7,815	-	-	7,815
Total assets	\$ 631,201	\$ 2,466,926	\$ 353,103	\$ 370,506	\$ 150,955	\$ 348,608	\$ 4,321,299
Liabilities and Fund Balances							
Liabilities							
Overdrafts	\$ -	\$ -	\$ 162,493	\$ 21,128	\$ -	\$ -	\$ 183,621
Accounts payable	-	120,383	40,077	32,232	815	-	193,507
Due to other funds	-	135,886	20,050	-	-	-	155,936
Total liabilities	-	256,269	222,620	53,360	815	-	533,064
Fund Balances							
Nonspendable	-	-	-	7,815	-	-	7,815
Restricted	631,201	366,934	9,371	309,331	-	-	1,316,837
Assigned	-	1,843,723	121,112	-	150,140	348,608	2,463,583
Total fund balances	631,201	2,210,657	130,483	317,146	150,140	348,608	3,788,235
Total liabilities and fund balances	\$ 631,201	\$ 2,466,926	\$ 353,103	\$ 370,506	\$ 150,955	\$ 348,608	\$ 4,321,299

Pacific Grove Unified School District

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Non-Major Governmental Funds
Year Ended June 30, 2021

	Student Activities Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Special Reserve Fund for Capital Outlay Projects	Total Non-Major Governmental Funds
Revenues							
Local Control Funding Formula	\$ -	\$ 209,944	\$ -	\$ -	\$ 93,372	\$ -	\$ 303,316
Federal sources	-	55,022	9,371	511,210	-	-	575,603
Other State sources	-	1,527,706	124,208	43,305	-	-	1,695,219
Other local sources	136,363	500,553	(1,545)	6,607	795	233,936	876,709
Total revenues	<u>136,363</u>	<u>2,293,225</u>	<u>132,034</u>	<u>561,122</u>	<u>94,167</u>	<u>233,936</u>	<u>3,450,847</u>
Expenditures							
Current							
Instruction	-	1,018,421	149,326	-	-	-	1,167,747
Instruction-related activities							
Instructional library, media, and technology	-	27,165	-	-	-	-	27,165
School site administration	-	718,168	-	-	-	-	718,168
Pupil services							
Food services	-	-	-	578,491	-	-	578,491
Administration							
All other administration	-	80,574	20,050	-	-	-	100,624
Plant services	-	197,556	-	-	18,741	-	216,297
Ancillary services	141,382	-	-	-	-	-	141,382
Community services	-	-	146,003	-	-	-	146,003
Debt service							
Principal	-	-	-	-	-	107,458	107,458
Interest and other	-	-	-	-	-	9,578	9,578
Total expenditures	<u>141,382</u>	<u>2,041,884</u>	<u>315,379</u>	<u>578,491</u>	<u>18,741</u>	<u>117,036</u>	<u>3,212,913</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(5,019)</u>	<u>251,341</u>	<u>(183,345)</u>	<u>(17,369)</u>	<u>75,426</u>	<u>116,900</u>	<u>237,934</u>
Other Financing Sources							
Transfers in	-	36,358	313,544	277,819	-	-	627,721
Net Change in Fund Balances	(5,019)	287,699	130,199	260,450	75,426	116,900	865,655
Fund Balance - Beginning, as Restated	636,220	1,922,958	284	56,696	74,714	231,708	2,922,580
Fund Balance - Ending	<u>\$ 631,201</u>	<u>\$ 2,210,657</u>	<u>\$ 130,483</u>	<u>\$ 317,146</u>	<u>\$ 150,140</u>	<u>\$ 348,608</u>	<u>\$ 3,788,235</u>

Pacific Grove Unified School District
Notes to Supplementary Information
June 30, 2021

Note 1 - Purpose of Schedules**Schedule of Expenditures of Federal Awards (SEFA)**Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal award activity of the Pacific Grove Unified School District (the District) under programs of the federal government for the year ended June 30, 2021. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

SEFA Reconciliation

The total federal expenditures reported on the schedule differs from the total federal revenue recognized within the financial statements due to the unspent portion of the Child Development: Coronavirus Response and Relief Supplemental Apportionments Act revenue received.

	<u>Federal Financial Assistance Listing/Federal CFDA Number</u>	<u>Amount</u>
Description		
Total Federal Revenues reported on the financial statements		\$ 2,508,415
Child Development: Coronavirus Response and Relief Supplemental Apportionments Act	93.575	<u>(9,372)</u>
Total Schedule of Expenditures of Federal Awards		<u>\$ 2,499,043</u>

Summary of Significant Accounting Policies

Expenditures reported in the schedule are reported on the modified accrual basis of accounting. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

Indirect Cost Rate

The District has not elected to use the ten percent de minimis cost rate.

Food Donation

Nonmonetary assistance is reported in this schedule at the fair market value of the commodities received and disbursed. At June 30, 2021, the District had no food commodities remaining in inventory.

Local Education Agency Organization Structure

This schedule provides information about the District's boundaries and schools operated, members of the governing board, and members of the administration.

Schedule of Instructional Time

This schedule presents information on the number of instructional days offered by the District and whether the District complied with the provisions of *Education Code* Section 43504.

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Unaudited Actual Financial Report to the audited financial statements.

Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

Non-Major Governmental Funds - Combining Balance Sheet and Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

The Non-Major Governmental Funds Combining Balance Sheet and Combining Statement of Revenues, Expenditures, and Changes in Fund Balances is included to provide information regarding the individual funds that have been included in the Non-Major Governmental Funds column on the Governmental Funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances.



Independent Auditor's Reports
June 30, 2021

Pacific Grove Unified School District

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pacific Grove Unified School District, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Pacific Grove Unified School District's basic financial statements and have issued our report thereon dated March 23, 2022.

Emphasis of Matter – Change in Accounting Principle

As discussed in Notes 1 and 19 to the financial statements, Pacific Grove Unified School District has adopted the provisions of GASB Statement No. 84, *Fiduciary Activities*, which has resulted in a restatement of the net position and fund balance as of July 1, 2020. Our opinions are not modified with respect to this matter.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Pacific Grove Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pacific Grove Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Pacific Grove Unified School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pacific Grove Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Fresno, California
March 23, 2022



Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance Required by the Uniform Guidance

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

Report on Compliance for Each Major Federal Program

We have audited Pacific Grove Unified School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Pacific Grove Unified School District's major federal programs for the year ended June 30, 2021. Pacific Grove Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Pacific Grove Unified School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Pacific Grove Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Pacific Grove Unified School District's compliance.

Opinion on Each Major Federal Program

In our opinion, Pacific Grove Unified School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of Pacific Grove Unified School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Pacific Grove Unified School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Pacific Grove Unified School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Fresno, California
March 23, 2022

Independent Auditor's Report on State Compliance

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

Report on State Compliance

We have audited Pacific Grove Unified School District's (the District) compliance with the types of compliance requirements described in the *2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, applicable to the state laws and regulations listed in the table below for the year ended June 30, 2021.

Management's Responsibility

Management is responsible for compliance with the state laws and regulations as identified in the table below.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance with state laws and regulations based on our audit of the types of compliance requirements referred to below. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the *2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements listed below has occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on state compliance. However, our audit does not provide a legal determination of the District's compliance.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with laws and regulations applicable to the following items:

	<u>Procedures Performed</u>
LOCAL EDUCATION AGENCIES OTHER THAN CHARTER SCHOOLS	
Attendance and Distance Learning	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	No (see below)
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
K-3 Grade Span Adjustment	Yes
Apprenticeship: Related and Supplemental Instruction	No (see below)
Comprehensive School Safety Plan	Yes
District of Choice	No (see below)
SCHOOL DISTRICTS, COUNTY OFFICES OF EDUCATION, AND CHARTER SCHOOLS	
California Clean Energy Jobs Act	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Independent Study - Course Based	No (see below)
CHARTER SCHOOLS	
Attendance	No (see below)
Mode of Instruction	No (see below)
Nonclassroom-Based Instruction/Independent Study	No (see below)
Determination of Funding for Nonclassroom-Based Instruction	No (see below)
Charter School Facility Grant Program	No (see below)

The District did not offer an Early Retirement Incentive Program during the current year; therefore, we did not perform procedures related to the Early Retirement Incentive Program.

We did not perform Apprenticeship: Related and Supplemental Instruction procedures because the program is not offered by the District.

We did not perform District of Choice procedures because the program is not offered by the District.

The District does not offer an Independent Study - Course Based Program; therefore, we did not perform any procedures related to the Independent Study - Course Based Program.

Additionally, the District does not operate any Charter Schools; therefore, we did not perform procedures for Charter School Programs.

Unmodified Opinion

In our opinion, Pacific Grove Unified School District complied, in all material respects, with the laws and regulations of the state programs referred to above for the year ended June 30, 2021.

The purpose of this report on state compliance is solely to describe the results of our testing based on the requirements of the *2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Fresno, California
March 23, 2022



Schedule of Findings and Questioned Costs
June 30, 2021

Pacific Grove Unified School District

Pacific Grove Unified School District

Summary of Auditor's Results

Year Ended June 30, 2021

Financial Statements

Type of auditor's report issued	Unmodified
Internal control over financial reporting	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major program	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)	No

Identification of major programs

<u>Name of Federal Program or Cluster</u>	<u>Federal Financial Assistance Listing/Federal CFDA Number</u>
COVID-19, Coronavirus Relief Fund (CRF): Learning Loss Mitigation	21.019
Dollar threshold used to distinguish between type A and type B programs	\$ 750,000
Auditee qualified as low-risk auditee?	Yes

State Compliance

Type of auditor's report issued on compliance for programs	Unmodified
--	------------

Pacific Grove Unified School District

Financial Statement Findings

Year Ended June 30, 2021

None reported.

Pacific Grove Unified School District
Federal Awards Findings and Questioned Costs
Year Ended June 30, 2021

None reported.

Pacific Grove Unified School District
State Compliance Findings and Questioned Costs
Year Ended June 30, 2021

None reported.

Pacific Grove Unified School District
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2021

Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Financial Statement Findings

2020-001 30000

Internal Control Over Financial Reporting

Criteria

School districts are responsible for maintaining accurate financial statement information including properly recording and reporting all financial transactions and balances.

Condition

We discovered a transaction that was not recorded. The transaction would have recorded the federal revenue and the corresponding receivable for the April 2020 Seamless Summer Feeding Option (SSFO) claim for reimbursement.

Effect

The amount is material to the Cafeteria Fund and an audit adjustment was necessary. The adjustment increased the accounts receivable and revenue by \$49,043.

Cause

The adjustment appears to be the result of an oversight by the district because all revenues earned prior and after that month were correctly recorded.

This finding is not a repeat of or related to a finding in the previous year.

Recommendation

The District should consider implementing procedures to ensure all receivables are recorded prior to the close of the fiscal year. One such procedure could be the food services department provides the fiscal department a summary of all claims submitted for the fiscal year and then the fiscal department would reconcile that summary to the general ledger.

Current Status

Implemented



March 23, 2022

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

We have audited the financial statements of Pacific Grove Unified School District (the District) as of and for the year ended June 30, 2021, and have issued our report thereon dated March 23, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance

As communicated in our engagement letter dated July 12, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether the District complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the District’s major federal program. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of the District’s major federal program compliance, is to express an opinion on the compliance for the District’s major federal program based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in

accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the District's internal control over compliance

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated March 23, 2022. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated March 23, 2022.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Notes 1 and 18 to the financial statements, the District changed accounting policies related to accounting for fiduciary activities to adopt the provisions of GASB Statement No. 84, *Fiduciary Activities*. Accordingly, the accounting change has been retrospectively applied to the financial statements beginning July 1, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

Governmental Accounting Standards Board (GASB) requires the District to calculate, recognize, and report the costs and obligations associated with pensions in their financial statements. These amounts were all based on the District's proportionate share of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) estimated net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense, which were actuarially determined; utilizing projections of future contributions and future earnings, actuarial assumptions such as inflation, salary increases, mortality rates, and investment rate of return and discount rates in the determination of the final balances reported in the CalSTRS and CalPERS audited financial statements. The District's proportionate share was determined by calculating the District's share of contributions to the pension plan relative to the contributions of all participating entities in the plan.

Management's estimate of the Net OPEB liability, related deferred outflows of resources, deferred inflows of resources, and OPEB expense are based on a calculation of actuarially determined contributions for health insurance benefits.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to Net Other Postemployment Benefits (OPEB) Liability and Plan (Note 11) and the Employee Retirement Systems (Note 14).

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected

misstatements are immaterial to the financial statements currently under audit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated March 23, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Modification of the Auditor's Report

We have made the following modification to our auditor's report.

Emphasis of Matter

As discussed in Notes 1 and 18 to the financial statements, Pacific Grove Unified School District has adopted the provisions of GASB Statement No. 84, Fiduciary Activities, which has resulted in a restatement of the net position and fund balance as of July 1, 2020. Our opinions are not modified with respect to this matter.

Other Information in Documents Containing Audited Financial

Pursuant to professional standards, our responsibility as auditors for other information in documents containing Pacific Grove Unified School District's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

However, in accordance with such standards, we will review the information inputted into the data collection form and will consider whether such information, or the manner of its presentation, is materially consistent with the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Governing Board and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Fresno, California



Financial and Performance Audits
Building Fund (Measures A and D)
June 30, 2021

Pacific Grove Unified School District

Pacific Grove Unified School District
Building Fund (Measures A and D)

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June 30, 2021

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Financial Audit
Building Fund (Measures A and D)
June 30, 2021

Pacific Grove Unified School District

Independent Auditor's Report

Governing Board and
Citizens Oversight Committee
Pacific Grove Unified School District
Pacific Grove, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Pacific Grove Unified School District's (the District), Building Fund (Measures A and D), as of and for the year ended June 30, 2021, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statement in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of financial statements, whether due to error or fraud. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Building Fund (Measures A and D) of Pacific Grove Unified School District as of June 30, 2021, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Building Fund specific to Measures A and D are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of Pacific Grove Unified School District as of June 30, 2021, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2022, on our consideration of Pacific Grove Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Pacific Grove Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pacific Grove Unified School District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Fresno, California
March 23, 2022

Pacific Grove Unified School District
Building Fund (Measures A and D)

Balance Sheet
June 30, 2021

	<u>Measure A</u>	<u>Measure D</u>	<u>Total</u>
Assets			
Deposits and investments	\$ 1,685,718	\$ 5,841,463	\$ 7,527,181
Accounts receivable	2,981	7,539	10,520
	<u>1,688,699</u>	<u>5,849,002</u>	<u>7,537,701</u>
Total assets			
	<u>\$ 1,688,699</u>	<u>\$ 5,849,002</u>	<u>\$ 7,537,701</u>
Liabilities and Fund Balance			
Liabilities			
Accounts payable	\$ 537	\$ 376,257	\$ 376,794
Due to other funds	-	352,069	352,069
	<u>537</u>	<u>728,326</u>	<u>728,863</u>
Total liabilities			
	<u>537</u>	<u>728,326</u>	<u>728,863</u>
Fund Balance			
Restricted	<u>1,688,162</u>	<u>5,120,676</u>	<u>6,808,838</u>
Total liabilities and fund balance			
	<u>\$ 1,688,699</u>	<u>\$ 5,849,002</u>	<u>\$ 7,537,701</u>

Pacific Grove Unified School District
 Building Fund (Measures A and D)
 Statement of Revenues, Expenditures, and Changes in Fund Balance
 Year Ended June 30, 2021

	<u>Measure A</u>	<u>Measure D</u>	<u>Total</u>
Revenues			
Local income	\$ 41,605	\$ 7,539	\$ 49,144
Expenditures			
Current			
Salaries and benefits	-	16,161	16,161
Books and supplies			
Materials	5,698	287	5,985
Noncapitalized equipment	47,049	-	47,049
Services and other operating expenditures			
Rentals, leases, repairs	(1,578)	-	(1,578)
Professional/Consulting services	184,798	338,731	523,529
Capital outlay			
Land improvements	-	283,326	283,326
Building and improvements to buildings	-	73,904	73,904
Equipment	251,550	211,215	462,765
Total expenditures	<u>487,517</u>	<u>923,624</u>	<u>1,411,141</u>
Deficiency of Revenues over Expenditures	<u>(445,912)</u>	<u>(916,085)</u>	<u>(1,361,997)</u>
Other Financing Sources/(Uses)			
Proceeds from bond issuance	-	6,000,000	6,000,000
Premium on bond issuance	-	388,830	388,830
Transfers Out	-	(352,069)	(352,069)
Net financing uses	<u>-</u>	<u>6,036,761</u>	<u>6,036,761</u>
Net Change in Fund Balance	(445,912)	5,120,676	4,674,764
Fund Balance - Beginning	<u>2,134,074</u>	<u>-</u>	<u>2,134,074</u>
Fund Balance - Ending	<u>\$ 1,688,162</u>	<u>\$ 5,120,676</u>	<u>\$ 6,808,838</u>

Pacific Grove Unified School District
Building Fund (Measures A and D)

Notes to Financial Statements

June 30, 2021

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Pacific Grove Unified School District's (the District) Building Fund (Measures A and D) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). The Pacific Grove Unified School District Building Fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include only the Building Fund of the Pacific Grove Unified School District used to account for Measures A and D projects. This Fund was established to account for the expenditures of general obligation bonds issued under Measures A and D. These financial statements are not intended to present fairly the financial position and results of operations of the Pacific Grove Unified School District in compliance with accounting principles generally accepted in the United States of America.

Fund Accounting

The operations of the Building Fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Basis of Accounting

The Building Fund is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

Pacific Grove Unified School District
Building Fund (Measures A and D)

Notes to Financial Statements

June 30, 2021

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid, and all outstanding encumbrances lapse at June 30.

Fund Balance - Building Fund (Measures A and D)

As of June 30, 2021, the fund balance in the Building Fund was \$6,808,838.

As of June 30, 2021, the fund balance is classified as follows:

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Spending Order Policy

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Note 2 - Investments

Policies and Practices

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State: U.S. Treasury instrument; registered State warrants or treasury notes: securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreement; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security, and collateralized mortgage obligations.

Pacific Grove Unified School District
Building Fund (Measures A and D)

Notes to Financial Statements
June 30, 2021

Investment in County Treasury

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statement at amounts based upon the District's pro-rata share of the fairly value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the Monterey County Treasury Investment Pool. The District maintains a Building Fund (Measures A and D) investment of \$7,527,181 with the Monterey County Treasury Investment Pool, with a weighted average maturity of 215 days.

Pacific Grove Unified School District
Building Fund (Measures A and D)

Notes to Financial Statements

June 30, 2021

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the County Pool is not required to be rated, nor have they been rated as of June 30, 2021.

Note 3 - Fund Balances

Fund balances are composed of the following elements:

Restricted Capital projects	<u><u>\$ 6,808,838</u></u>
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Note 4 - Accounts Payable

Accounts payable at June 30, 2021, consisted of the following:

Vendor payables	<u><u>\$ 376,794</u></u>
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Note 5 - Contingencies

Litigation

The District is not currently a party to any legal proceedings related to the Building Fund (Measures A and D) as of June 30, 2021.



Independent Auditor's Report
June 30, 2021

Pacific Grove Unified School District



Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Governing Board and
Citizens Oversight Committee
Pacific Grove Unified School District
Pacific Grove, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Pacific Grove Unified School District (the District) Building Fund (Measures A and D) as of and for the year ended June 30, 2021, and the related notes of the financial statements, and have issued our report thereon dated March 23, 2022.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Building Fund specific to Measures A and D are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of Pacific Grove Unified School District as of June 30, 2021, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Pacific Grove Unified School District’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pacific Grove Unified School District’s internal control. Accordingly, we do not express an opinion on the effectiveness of Pacific Grove Unified School District’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s Building Fund (Measures A and D) financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pacific Grove Unified School District's Building Fund (Measures A and D) financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature in cursive script that reads "Eide Sully LLP".

Fresno, California
March 23, 2022

Pacific Grove Unified School District
Building Fund (Measures A and D)
Financial Statement Findings
June 30, 2021

None reported.

Pacific Grove Unified School District
Building Fund (Measures A and D)
Summary of Schedule of Prior Audit Findings
June 30, 2021

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



Performance Audit
Building Fund (Measures A and D)
June 30, 2021

Pacific Grove Unified School District

Independent Auditor's Report on Performance

Governing Board and
Citizens Oversight Committee
Pacific Grove Unified School District
Pacific Grove, California

We were engaged to conduct a performance audit of the Pacific Grove Unified School District (the District) Building Fund (Measures A and D) for the year ended June 30, 2021.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution and Appendix A contained in the *2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the California Education Audit Appeals Panel. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The results of our tests indicated that the District expended Building Fund (Measures A and D) funds only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

This report is intended solely for the information and use of the District, and is not intended to be and should not be used by anyone other than this specified party.

Eide Bailly LLP

Fresno, California
March 23, 2022

Pacific Grove Unified School District
Building Fund (Measures A and D)

June 30, 2021

Authority for Issuance

The Proposition 39 Bonds are issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The Bonds are authorized to be issued by a resolution adopted by the Board of Trustees of the District.

Measure A

The District received authorization at an election held on November 4, 2014, to issue bonds of the District in an aggregate principal amount not to exceed \$18,000,000 to finance technology projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2014 Authorization).

Measure D

The District received authorization at an election held on March 3, 2020, to issue bonds of the District in an aggregate principal amount not to exceed \$30,000,000 to finance specific types of school facilities projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2020 Authorization).

Purpose of Issuance

The net proceeds of the Bonds and any other series of general obligation bonds issued under the Authorizations will be used for the purposes specified in the District bond propositions submitted at election. The bond ballot language for each Measure is as follows:

Measure A

To increase student access to computers; maintain and upgrade educational software; keep pace with 21st century technological innovations; and significantly reduce borrowing costs, shall Pacific Grove Unified School District issue \$18 million of short-term bonds with the interest rates at or below the legal limit, independent citizen oversight, and no money for administrator/teacher salaries, so long as all funds are spent locally and cannot be taken by the State.

Measure D

To replace outdated plumbing/electrical systems, upgrade fire alarms and emergency communication systems; repair/replace roofs and modernize classrooms at schools throughout the district, shall the Pacific Grove Unified School District measure authorizing \$30 million of bonds be adopted with legal rates, yearly levies of less than 3 cents per \$100 of assessed valuation through approximately 2039 (generating an average of \$2.1 million dollars per year), annual audits, independent oversight and no estimated increase in current tax rates?

Pacific Grove Unified School District
Building Fund (Measures A and D)

June 30, 2021

Authority for the Audit

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, “for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities”, upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a citizen’s oversight committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

Objectives of the Audit

1. Determine whether expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measures A and D.
2. Determine whether salary transactions charged to the Building Fund, if any, were in support of Measures A and D and not for District general administration or operations.

Pacific Grove Unified School District
Building Fund (Measures A and D)

June 30, 2021

Scope of the Audit

The scope of our performance audit covered the period of July 1, 2020 to June 30, 2021. The population of expenditures tested included all object codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2021, were not reviewed or included within the scope of our audit or in this report.

Methodology

We obtained the general ledger reports prepared by the District for the fiscal year ended June 30, 2021, for the Building Fund (Measures A and D). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measures A and D as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger.
2. We selected a sample of expenditures using the following criteria:
 - a. We considered all expenditures recorded in all object codes, where applicable, from July 1, 2020 through June 30, 2021 from Measures A and D bond proceeds.
 - b. Additionally, if payroll costs were noted, obtained backup for the source of the expenditures regardless if the amount was below our individually significant threshold to determine if they related to administrative duties not related to project management.
3. Our sample included transactions totaling \$1,236,572. This represents approximately 70 percent of the total expenditures, and other uses, of \$1,763,210.
4. We reviewed the actual invoices and other supporting documentation to determine that:
 - a. Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
 - b. Expenditures were expended in accordance with voter-approved bond project list.
 - c. Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.
5. We determined that the District has met the compliance requirement of Measures A and D if the following conditions were met:
 - a. Supporting documents for expenditures were aligned with the voter-approved bond project list.
 - b. Supporting documents for expenditures were not used for salaries of school administrators or other operating expenses of the District.

Pacific Grove Unified School District
Building Fund (Measures A and D)

June 30, 2021

Conclusion

The results of our tests indicated that, in all significant respects, the Pacific Grove Unified School District has properly accounted for the expenditures held in the Building Fund (Measures A and D) and that such expenditures were made for authorized Bond projects.

Pacific Grove Unified School District
Building Fund (Measures A and D)
Schedule of Findings and Questioned Costs
June 30, 2021

None reported.

Pacific Grove Unified School District
Building Fund (Measures A and D)
Summary of Schedule of Prior Audit Findings
June 30, 2021

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



March 23, 2022

To the Governing Board
Pacific Grove Unified School District
Pacific Grove, California

We have conducted our performance audit and have issued our report thereon dated March 23, 2022. Professional standards require that we advise you of the following matters relating to our performance audit.

Our Responsibility in Relation to the Performance Audit

As communicated in our letter dated January 3, 2022, our responsibility, as described by professional standards, is to conduct a performance audit in accordance with Government Auditing Standards. Our performance audit does not relieve you or management of your respective responsibilities.

We are also responsible for communicating significant matters related to the objectives of the performance audit. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our performance audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Difficulties Encountered during the Performance Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Pacific Grove Unified School District financial statements or the auditor’s report. No such disagreements arose during the course of the performance audit.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated March 23, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Pacific Grove Unified School District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Pacific Grove Unified School District's auditors.

This report is intended solely for the information and use of the Governing Board, and management of Pacific Grove Unified School District and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Fresno, California

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| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Ratification of Pacific Grove Middle School CCS Honor Event

DATE: April 7, 2022

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

RECOMMENDATION:

The District Administration recommends ratification of this field trip that took place on Friday and Saturday, March 25 - 26, 2022, from 7:45 a.m. - 3:00 p.m. at Monte Vista Christian School in Watsonville.

BACKGROUND:

The CCS (Central Coast Section of CMEA (Cal Mus Ed Assn) is an annual music competition that Pacific Grove Middle School Choir students participate in.

INFORMATION:

This year, the request for the off campus activity was not submitted in time for the previous board meeting. 14 middle school students participated.

FISCAL IMPACT:

Pacific Grove Middle School choir students will pay for their participation fees. The parents will drop off and pick up their students from the event. There is no fiscal impact on the district.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

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

Date of Activity 03/25/2022 Day of Activity Friday and Saturday

Location of Activity Monte Vista Christian School City Watsonville County Santa Cruz

School PG Middle School Class or Club Choir Grade Level/s 6,7,8

School Departure Time 7:45 AM

Pickup Time from Place of Activity 3:00 PM

Name of Employee Accompanying Students Jared Masar

Number of Adults 1 Number of Students 14

Description of Activity/Educational Objective
CCS Honor Choir Event

List All Stops None

Means of Transportation: Auto*

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

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

Cost of Activity \$ 700 + Cost of Transportation \$ 0 = Total \$ 700.00

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

Account Code: Parents will drive their students. NO District Transportation is needed.

Requested by: Jared Masar / Jared Masar Date 03/21/2022
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal D. Engles for S. Roach Date 03/23/2022

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 03/04/2022

Cost Estimate \$

Approved by Transportation Supervisor: Date 03/04/2022

Approved by Assistant Superintendent: song dinbendib Date 03/23/2022

Date of Board Approval 04/07/2022

Does form need board approval Yes
Pacific Grove USD

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Approval of Contract for Services with Shamrock Office Solutions Landen for the Financing and Maintenance of District Copy Machines

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Song Chin Bendib, Assistant Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Shamrock Office Solutions for the District copiers maintenance contract and financing of the copiers lease.

BACKGROUND:

Pacific Grove Unified School District was in an agreement for the lease of copiers from Smile for the last 16 years or so.

In terms of copy machines, each school site has a copier machine and District Office has two copiers, with a total of 7 copiers District-wide.

INFORMATION:

The new lease will begin on July 1, 2022 and will be a three year agreement, ending in June, 2026.

Three vendors were solicited:

- Shamrock Office Solutions
- Smile
- RFQ Kingsbridge

Shamrock's quote came in the lowest among the three vendors. Barring any overages of use, the estimated cost will be about \$33,170.76 annually; \$1,679.79 per month for the financing of the lease and \$1,084.44 per month for the maintenance agreement.

Pacific Grove USD will have a \$0 base rate per month, and will be billed monthly in arrears for usage each month at a rate of \$.0045 per impression. This cost includes all parts, labor, service calls, supplies and training, excluding paper and staples.

FISCAL IMPACT:

General Fund - Fund 01. Approximately \$33,170.76 split between sites based on usage. This new lease financing is a savings of \$40.45 per month, from \$1,720.24 to \$1,679.79. Maintenance agreement is based on actual usage.



SHAMROCK

office solutions

A **FLEX TECHNOLOGY GROUP** Company

Refurbished?

INVESTMENT PROFILE

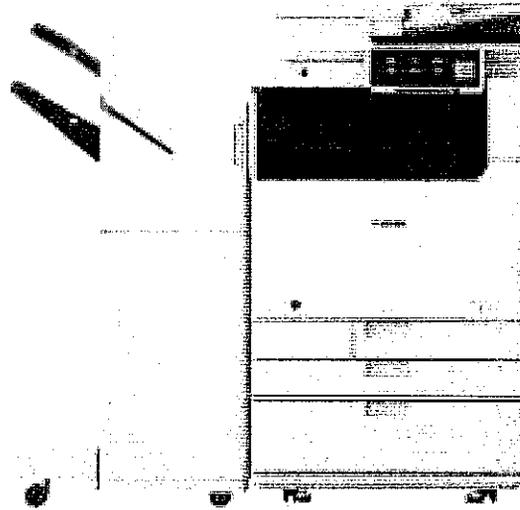
PREPARED FOR

Pacific Grove Unified School District

March 14, 2022

3 x Cannon Image Runner Advanced 6870i & 4 x 6860i

- * 60 & 70 pages per minute
- * 200 Sheet Dual Head Document Feeder
- * Network Printing and Scanning
- * Over 1TB Hard Drive and System Memory
- * Unlimited Duplex
- * 3,550 Sheet Paper Capacity
- * Document Storage
- * Post Script
- * Staple Finisher (3,250 Sheet Capacity)
- * Hole Punch
- * Canon Security Included
- * Searchable PDF Documents



Lease Option: 7 Units

36 month lease @ \$1,679.79 plus tax per month. \$0 Down, FMV Lease.

Upon acceptance of delivery of the new machines, Shamrock will assume all responsibility for the return of the existing Sharp machines back to the leasing company, at no additional cost.

Shamrock will work with PGUSD to Install, Connect, and Network the new fleet of MFP's.

Maintenance Agreement

PGUSD will have a \$0 base rate per month, and will be billed monthly in arrears for usage each month at a rate of \$0.0045 per impression. This includes all parts, labor, service calls, supplies and training, excluding paper and staples.

Maintenance rate will not increase throughout the lease period.

Additional Installations

Shamrock will continue to provide support throughout the duration of the contract at no additional cost.



SHAMROCK

office solutions

A FLEX TECHNOLOGY GROUP Company

COST ANALYSIS
PREPARED FOR
Pacific Grove Unified School District
March 14, 2022

Existing Maintenance Situation

7 Sharp Machines (36 Month Lease)	\$1,720.24 /mo.
221,315 Black pages per month @ .005	\$1,106.58 /mo.
Smile Support at \$7.95 per Unit	\$55.65 /mo.
Existing Monthly Cost:	\$2,882.47

Proposed Maintenance Solution

7 Cannon Machines (36 Month Lease)*	\$1,679.79 /mo.
221,315 Black pages per month @ .0045	\$1,084.44 /mo.
IT Support	Included
New Monthly Cost:	\$2,764.23

* Fees for shipping, delivery, networking, and training fees have been included in above proposal

Monthly Savings:

\$118.23

Yearly Savings:

\$1,418.78

Term Savings:

\$4,256.33

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Board Calendar/Future Meetings (Tentative Aug – Dec, 2022)

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approve 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 August – December 2021

Aug. 19	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Measure D Project Updates ✓ Quarterly District Safety Update*	District Office/Virtual
Sept. 2	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office/Virtual
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report ✓ Foreign Language Program ✓ Resolution Regarding Sufficiency of Instructional Materials	District Office/Virtual
Sept. 25 *Saturday	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office/Virtual
Oct. 7	Regular Board Meeting ✓ Bus Ridership ✓ Week of the School Administrator	District Office/Virtual
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office/Virtual
Oct. 28	Regular Board Meeting ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim)	District Office/Virtual
Nov. 2 *Tuesday	Special Board Meeting ✓ California Voting Rights Act	District Office/Virtual
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Measure D Project Updates ✓ PGHS Course Bulletin Information/Discussion ✓ Equity Plan	District Office/Virtual
Dec. 13	Special Board Meeting ✓ Public Hearing of Educators Effectiveness Block Grant	District Office/Virtual
Dec. 16	Organizational Meeting ✓ Election of 2021-22 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs	District Office/Virtual

*Quarterly District Safety Update

Board Meeting Calendar January-June 2022

Thursday Jan. 20	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2022-23 ✓ Property Tax Update ✓ School Accountability Report Cards
Thursday Feb. 10	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ 2020-21 Audit Report ✓ Quarterly Facilities Project Updates*
Wednesday Feb 23	<p>Special Meeting-Student Discipline/Expulsion Hearing District Office</p>
Thursday Mar. 3	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Open House Schedules Reviewed ✓ TRAN Resolution ✓ Budget Projections and Assumptions
Thursday Mar. 17	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Second Interim Report ✓ Budget Revision #3Williams/Valenzuela Uniform Complaint Report
Thursday Apr. 7	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Review of Strategic Plan and LCAP (as needed) ✓ Approve 2022-23 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update
Thursday April 21	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation
Thursday May 5	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Continue Superintendent Evaluation
Thursday May 19	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ Complete Superintendent's Evaluation ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report
Thursday June 2	<p>Regular Board Meeting District Office/Virtual</p> <ul style="list-style-type: none"> ✓ 2022-23 Budget Public Hearing ✓ LCAP Public Hearing ✓ Retiree Recognition

Thursday June 16	Regular Board Meeting ✓ 2022-23 Budget Public Adoption ✓ LCAP and Local Indicators Adoption ✓ Approval of Contracts and Purchase Orders for 2022-23 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office
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**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

Board Meeting Calendar August-December 2022

<i>Aug. 18</i>	Regular Board Meeting ✓ <i>Student Enrollment Update</i> ✓ <i>Back to School Night Dates</i> ✓ <i>Property Tax Report</i> ✓ <i>Quarterly Facilities Project Updates*</i> ✓ <i>Quarterly District Safety Update*</i>	<i>District Office</i>
<i>Sept. 1</i>	Regular Board Meeting ✓ <i>Local Control Accountability Plan Review</i>	<i>District Office</i>
<i>Sept. 15</i>	Regular Board Meeting ✓ <i>Williams Uniform Complaint Report</i> ✓ <i>2021-22 Unaudited Actuals</i>	<i>District Office</i>
TBD <i>Sept. 24</i> *Saturday	Special Board Meeting ✓ <i>Board Goals – Review/Revise</i> ✓ <i>Strategic Plan – Review/Revise</i>	<i>District Office</i>
<i>Oct. 6</i>	Regular Board Meeting ✓ <i>Superintendent Goals</i> ✓ <i>Bus Ridership</i> ✓ <i>Week of the School Administrator</i>	<i>District Office</i>
<i>Oct. 20</i>	Regular Board Meeting ✓ <i>Quarterly District Safety Update*</i> ✓ <i>Budget Revision #1 on 2021-22 working budget (preliminary First Interim)</i>	<i>District Office</i>
<i>Nov. 3</i>	Regular Board Meeting ✓ <i>PGHS Course Bulletin Information/Discussion</i>	<i>District Office</i>
<i>Nov. 17</i>	Regular Board Meeting ✓ <i>Intent Form Due (to serve as Board President or Vice President)</i> ✓ <i>Review of Special Education Contracts</i> ✓ <i>Quarterly Facilities Project Updates*</i>	<i>District Office</i>
<i>Dec. 15</i>	Organizational Meeting ✓ <i>Election of 2020-21 Board President and Clerk</i> ✓ <i>Budget Revision #3</i> ✓ <i>First Interim Report</i> ✓ <i>PGHS Course Bulletin Action/Discussion</i> ✓ <i>Williams Uniform Complaint Report</i> ✓ <i>Employee Recognition</i>	<i>District Office</i>

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

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| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input checked="" type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Pacific Grove Middle School update on staff professional development and Social Emotional Supports.

DATE: Apr 7, 2022

PERSON(S) RESPONSIBLE: Sean Roach/Jason Tovani, PGMS Administration

RECOMMENDATION:

The District Administration will update the Board current staff wide professional developments and study as well as an update regarding social emotional supports (current and new) for Pacific Grove Middle School students and families. Topics to be discussed include:

- Universal Design for Learning (UDL)
- Doable Differentiation
- Character Strong Program
- CHILL games
- Chapman Grant-additional counseling
- CalHope Grant

BACKGROUND:

The Universal Design for Learning and Doable Differentiation were free of charge and are intended to support transition to in person student learning for all students. Character Strong and the CHILL games target school connectedness, empathy and respect. Both grants were procured in support of student/family social emotional well being, SEL staff training, parent outreach, and guest speakers.

FISCAL IMPACT:

The only cost to PGMS for all these efforts is \$500 a year for renewal of the Character Strong curriculum license. Total amount of grants awarded to PGMS are: Chapman Grant-\$30,000; CalHope Grant \$66,000 over three years.

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| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input checked="" type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Future Agenda Items

DATE: April 7, 2022

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the January 20, 2022 Regular Board Meeting:

- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of October 5, 2021)
- Added October 21, 2021: A Board member requested creating policy regarding virtual meetings, including site councils, parent/teacher conferences and other meetings
- Added November 18, 2021: A Board member requested a Board advocacy committee
- Added November 18, 2021: A Board member requested an update regarding Monterey Peninsula College collaboration ([April 21, 2022](#))
- Added March 3, 2022: A Board member requested a special meeting to discuss Cultural Proficiency professional development
- Added March 3, 2022: Discuss elementary school reconfiguration as it relates to issues of equity
- Added March 17, 2022: Board Self Evaluation
- Added March 17, 2022: Measure D Update