

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING: THURSDAY, MARCH 16, 2023**

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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:** March 16, 2023

**TIME:** 5:30 p.m. Closed Session  
6:30 p.m. Open Session

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

Trustees  
*Carolyn Swanson, President  
Jennifer McNary, Vice President  
Dr. Elliott Hazen  
Laura Ottmar  
Brian Swanson  
Rey Avila, Student Representative*

**VIRTUAL ZOOM MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/84015311544?pwd=RnNkOTByekhrZWkKemoyM1Q2MjU0Zz09>

Meeting ID: 840 1531 1544

Passcode: 587647

One tap mobile +13017158592,,87820869443#,,,,\*585985# US (Washington DC)

+13092053325,,87820869443#,,,,\*585985# US

Dial by your location +1 301 715 8592 US (Washington DC) +1 309 205 3325 US

+1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston) +1 386 347 5053 US

+1 564 217 2000 US +1 646 931 3860 US +1 669 444 9171 US +1 669 900 6833 US

(San Jose) +1 719 359 4580 US +1 929 205 6099 US (New York) +1 253 215 8782 US

(Tacoma) Find your local number: [https://pgusd.zoom.us/u/kboYomZZvV](https://pgusd.zoom.us/j/84015311544?pwd=RnNkOTByekhrZWkKemoyM1Q2MjU0Zz09)

**Additional Teleconferencing Location**

This meeting is also being conducted by teleconference at the following locations:

Embassy Suites by Hilton Philadelphia Airport

9000 Bartram Avenue, Philadelphia, PA 19153

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.

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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: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. 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 and 2022-2023 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Joshua Jorn, 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 and 2022-2023 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Joshua Jorn and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Government Code Section 54956.9 subdivision (d)(1)  
Conference With Legal Counsel – Existing Litigation  
Case Name: In re: Juul Labs Inc., Marketing, Sales Practices, and Product Liability Litigation, Case No. 3:19-md-02913, in the U.S. District Court for the Northern District of California
4. Government Code Section 54956.8  
Real Property Negotiations  
Monterey Bay Charter School Lease Amendment #18, Location 1004 David Ave, Pacific Grove, CA 93950
5. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
6. Superintendent Goals review

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

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**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 and 2022-2023 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 and 2022-2023 [Government Code § 3549.1 (d)]
3. Government Code Section 54956.9 subdivision (d)(1)  
Conference With Legal Counsel – Existing Litigation  
Case Name: In re: Juul Labs Inc., Marketing, Sales Practices, and Product Liability Litigation, Case No. 3:19-md-02913, in the U.S. District Court for the Northern District of California
4. Government Code Section 54956.8  
Real Property Negotiations  
Monterey Bay Charter School Lease Amendment #18, Location 1004 David Ave, Pacific Grove, CA 93950
5. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
6. Superintendent Goals review

B. Pledge of Allegiance

**IV. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

**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. **Any individual wishing to comment on a specific item on the current agenda are kindly asked to wait till that item is being discussed.** 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.*

A. PGUSD Staff Comments (Non-Agenda Items)

B. Community Members (Non-Agenda Items)

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**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 2, 2023 Board Meeting 9  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #13 20  
Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the Certificated Assignment Order #13.
- C. Classified Assignment Order #13 22  
Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the Classified Assignment Order #13.
- D. Acceptance of Donations 24  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) The Administration recommends that the Board approve acceptance of donations referenced below.
- E. Cash Receipts No. 13 25  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- F. Out of County or Overnight Activities 27  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) The Administration recommends that the Board approve or receive the request as presented.
- G. Warrant Schedule No. 653 35  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) As Assistant Superintendent for Business Services, I certify that I have received the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- H. Quarterly Report on Williams Uniform Complaints 37  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).
- I. Contract for Services with California Towing and Transport for 2023-24 39  
Recommendation: (Jon Anderson, Director of Maintenance, Operations and Transportation) The District Administration recommends that the Board review and approve the contract for services with California Towing & Transport for 2023-24 to provide the District with Towing Services for District buses.
- J. Contract for Services with Montage Health MoGo Urgent Care for 2023-24 46  
Recommendation: (Jon Anderson, Director of Maintenance, Operations and Transportation) The District Administration recommends that the Board review and approve the contract for services with Montage Health MoGo Urgent Care for 2023-24 to provide the District with annual physical exams required for Department of Transportation compliance.

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- K. Contract for Services with Monterey Bay Pest Control for 2023-24 53  
Recommendation: (Jon Anderson, Director of Maintenance, Operations and Transportation) The District Administration recommends that the Board view and approve the contract for services with Monterey Bay Pest Control for pest control service for 2023-24.
- L. Contract for Services with Monterey Fire Extinguisher for 2023-24 60  
Recommendation: (Jon Anderson, Director of Maintenance, Operations and Transportation) The District Administration recommends that the Board review and approve the contract for services with Monterey Fire Extinguisher for Fire extinguisher inspections and service for 2023-24.
- M. Electronic Equipment Surplus 67  
Recommendation: (Louis Algaze, Director of Technology Systems) The District Administration recommends the Board review and approve the disposal of the obsolete electronic equipment listed in the following documentation.
- N. Contract for Service with Wonder Woofs K-9 Safety Dogs 73  
Recommendation: (Barbara Martinez, Adult School Principal) The Administration recommends approval of the contract for services with Wonder Woofs K-9 Narcotic Unit to provide search and drug prevention services for the Pacific Grove Unified School District (PGUSD).
- O. Contract for Services with Mary Lee Sunseri for 2023-24 79  
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends the Board review and approve the contract for services with Mary Lee Sunseri to provide Parent Enrichment classes at Pacific Grove Adult School for Fall, Winter, and Spring sessions in the 2023-2024 school year.
- P. Contract for Services with Medics for Life, Inc. 86  
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends the Board review and approve the contract for services with Medics for Life, Inc to train adult school staff in infant/child/adult CPR certification at the Pacific Grove Adult School.
- Q. Contract for Services with Uretsky Investigation Security 93  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Business Office recommends that the Board approve the Contract for Services agreement between Pacific Grove Unified School District and Uretsky Investigation Security to provide residency investigation services for the 2023-24 fiscal year.
- Board Comments/Questions:
  - Public Comment:
  - Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

**VII. PUBLIC HEARING**

- A. Public Hearing of *The Living Earth (2020)* Textbook for 9<sup>th</sup> and 10<sup>th</sup> Grade Biology at Pacific Grove High School 99  
Public Hearing (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board hold a public hearing for *The Living Earth (2020)* Textbook for 9<sup>th</sup> and 10<sup>th</sup> Grade Biology at Pacific Grove High School.
- Open Public Hearing: \_\_\_\_\_ Close Public Hearing: \_\_\_\_\_

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- B. Public Hearing of *Chemistry in the Earth System (2020)* Textbook for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Chemistry at Pacific Grove High School 102  
Public Hearing (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board hold a public hearing for *Chemistry in the Earth System (2020)* Textbook for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Chemistry at Pacific Grove High School.

Open Public Hearing: \_\_\_\_\_ Close Public Hearing: \_\_\_\_\_

**VIII. ACTION/DISCUSSION**

- A. Adoption of Resolution No.1103 – Issuance of a Tax and Revenue Anticipation Note (TRAN) Not To Exceed \$7,500,000 105  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) The District recommends that the Board review and approve Resolution No.1103 for participation in the California School Board Association (CSBA) Cash Reserve Program for the 2023-2024 Tax and Revenue Anticipation Note (TRAN) for an amount not-to-exceed \$7,500,000.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

- B. Renewal Contract for Financial Advisory Services with Dale Scott and Company (DS&C) for 2023-2024 147  
Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) The District Administration recommends that the Board approve the attached contract for Financial Advisory Services, Continuing Disclosures, and Independent Citizens Oversight Committee Assistance with Dale Scott and Company (DS&C).

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

- C. Agreement for Legal Services with Lozano Smith for 2023-24 153  
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends the Board review and approve the agreement for legal services with Lozano Smith for 2023-24.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

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- D. Revision to the Salary Schedule for the position of Adult School Program Coordinator 160  
Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the proposed increase to the salary range for Adult School Program Coordinator, funded through the Adult School consortium allocation, and/or provide recommended feedback and direction.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

- E. First and/or Final Reading of New Regulation 1250.3 Areas Open to Visitors/Guests 161  
Recommendation: (Ralph Gómez Porrás, Superintendent) The District Administration recommends that the Board review and approve the new Regulation 1250.3 Areas Open to Visitors/Guests, as recommended by the Monterey County Office of Education.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

- F. Land Acknowledgement 165  
Recommendation: (Ralph Gómez Porrás, Superintendent) The District Administration recommends that the Board continue the discussion of the approved Land Acknowledgement statement for Pacific Grove Unified School District to honor the indigenous people of the area including the OHLONE, COSTANOAN & ESSELEN Nations.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

- G. Board Calendar/Future Meetings 166  
Recommendation: (Ralph Gómez Porrás, 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: C. Swanson \_\_\_ McNary \_\_\_ Hazen \_\_\_ Ottmar \_\_\_ B. Swanson \_\_\_

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**IX. INFORMATION/DISCUSSION**

A. Summer School Credit Recovery 170

Recommendation: (Larry Haggquist, Teacher on Special Assignment; Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board review the presentation for the purpose of information and discussion. No action recommended.

- Board Questions/Comments:
- Public Comment:
- Direction: \_\_\_\_\_

B. Governance: Board Meeting Efficiency 183

Recommendation: (Ralph Gómez Porras, Superintendent) It is recommended that the Board discuss Board meeting efficiency as part of the regular meeting process.

- Board Questions/Comments:
- Public Comment:
- Direction: \_\_\_\_\_

C. Future Agenda Items 184

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 May 19, 2022: Teacher of the Year Recognition (TBA)
- Added February 2, 2023: CSBA Policy Update (April 6, 2023)
- Added February 10, 2023: PE Program Presentation (April 6, 2023)
- Added March 2, 2023: Board Policy to establish sports teams (April 6, 2023)
  
- Board Questions/Comments:
- Public Comment:
- Direction: \_\_\_\_\_

**X. ADJOURNMENT**

Next regular Board meeting: April 6, 2023