

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

Trustees

*John Paff, President
Brian Swanson, Clerk
Debbie Crandell
Cristy Dawson
Bill Phillips
Kulaea Tulua, Student Rep*

DATE: Thursday, August 24, 2017

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

LOCATION: District Office – Jessie Bray Conference Room
435 Hillcrest Avenue
Pacific Grove, CA 93950

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

- A. Call Public Session to Order
- B. Roll Call
- C. Adopt Agenda

II. CLOSED SESSION

A. Identify Closed Session Topics

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

- 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.
- 2. Planning and Preparation Meet and Confer: Adult School Teacher Salary Agreement
- 3. Planning and Preparation Meet and Confer: Confidential Group Salary Agreement
- 4. Planning and Preparation Meet and Confer: Management Salary Agreement

5. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2017/18; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
6. Consideration Of Student Discipline (1 Case: Student # 011718) (Education Code Section 48915)

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2017/18
2. Planning and Preparation Meet and Confer: Adult School Teacher Salary Agreement
3. Planning and Preparation Meet and Confer: Confidential Group Salary Agreement
4. Planning and Preparation Meet and Confer: Management Salary Agreement
5. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2017/18; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
6. Consideration Of Student Discipline (1 Case: Student # 011718) (Education Code Section 48915)

B. Pledge of Allegiance

IV. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non Agenda Items)

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

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.

- | | Page |
|---|------|
| A. <u>Minutes of June 29, 2017 Board Meeting</u>
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | 6 |
| B. <u>Certificated Assignment Order #1</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #1. | 12 |
| C. <u>Classified Assignment Order #1</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #1. | 15 |
| D. <u>Acceptance of Donations</u>
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below. | 18 |
| E. <u>Out of County or Overnight Activities</u>
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented. | 19 |
| F. <u>Warrant Schedules No. 585 and No. 586</u>
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | 24 |
| G. <u>Acceptance of Quarterly Treasurer's Report</u>
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending June 30, 2017. | 27 |
| H. <u>2017-2018 Consolidated Application for Funding, Part 1</u>
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the 2017-2018 Consolidated Application for Funding, Part 1 as presented. | 35 |
| I. <u>Designation of Community Human Services Representatives</u>
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board approve Cristy Dawson as the Pacific Grove Unified School District Community Human Services Representative. | 43 |
| J. <u>Pacific Grove High School Late Start Collaboration Days</u>
Recommendation: (Matt Bell, Pacific Grove High School Principal) The Pacific Grove High School Administration recommends that the Board review and approve the calendar for late start days. | 44 |

Move: _____ Second: _____ Vote: _____

VII. ACTION/DISCUSSION

- A. Approval of Pacific Grove Unified School District Confidential Employees Team Agreement 45
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Confidential Employees Team.

Move: _____ Second: _____ Vote: _____

- B. Approval of Pacific Grove Unified School District Administrative Employees Agreement 47
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.

Move: _____ Second: _____ Vote: _____

- C. Approval of Pacific Grove Unified School District Adult Education Teachers Agreement 49
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Adult Education Teachers.

Move: _____ Second: _____ Vote: _____

- D. Approval of Amendments to the Assistant Superintendent's 2017 Contract 50
Recommendation: (Ralph Gómez Porrás, Superintendent) It is recommended that the Board of Education approve the Assistant Superintendent's contract amendments and compensation adjustments for the 2017 - 2019 school years as proposed.

Move: _____ Second: _____ Vote: _____

- E. Updates to Board Policy, Regulation and Exhibit 1330- Use of School Facilities 60
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve, as final reading, updates to Board Policy, Regulation and Exhibit 1330 -Use of School Facilities, per legal counsel.

Move: _____ Second: _____ Vote: _____

- F. Board Policy Updates to 5125.1 Release of Directory Information 84
Recommendation: (Ralph Gómez Porrás, Superintendent) The Administration recommends that the Board review and approve updates to Board Policy 5125.1 Release of Directory Information, as recommended by legal counsel, for implementation in the 2018-19 school year.

Move: _____ Second: _____ Vote: _____

- G. Board Regulation and Exhibit Updates 6153 Field Trips 91
Recommendation: (Ralph Gómez Porrás, Superintendent) The District Administration recommends that the Board review and approve the revisions to Board Regulation and Exhibit 6153 Field Trips, as recommended by legal counsel.

Move: _____ Second: _____ Vote: _____

- H. Board Calendar/Future Meetings 106
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

VIII. INFORMATION/DISCUSSION

- A. Review of Prior Year Property Tax Revenue 108
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding receipts of Property Tax Revenue for the 2016-17 fiscal year.

Board Direction: _____

- B. Review of District Enrollment Report for 2017-18 111
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding Enrollment for the first week of school for 2017-18.

Board Direction: _____

- C. Facilities Project Updates 114
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

Board Direction: _____

- D. Future Agenda Items 116
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.

Elementary Counseling Information/Discussion (Sept. 21)
Special Board Meeting- LCAP, Strategic Plan, Board Goals (Sept. 28)
Spanish Class at Elementary Schools (Fall 2017)
Fencing for Security (Fall 2017)
AP Classes (Fall 2017)

Board Direction: _____

IX. ADJOURNMENT

Next regular meeting: September 7, 2017 – Forest Grove Elementary School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of June 29, 2017 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:01 p.m.

- B. Roll Call

President:	Trustee Paff
Clerk:	Trustee Swanson
Trustees Present:	Trustee Dawson
	Trustee Phillips
Trustees Absent:	Trustee Crandell
Administration Present:	Superintendent Porras
	Assistant Superintendent Miller
Board Recorder:	Mandi Freitag

- C. Adopted Agenda

Changes to the agenda include a revised cover for Consent Item M.
 Items pulled to action include J, L and M.

MOTION Phillips/Swanson to adopt agenda as amended.
Public comment: none
Motion CARRIED 4 – 0

II. CLOSED SESSION

- A. Identified Closed Session Topics
 - 1. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.
 - 2. Potential Litigation (1 case) [Government Code § 54956.9]

- B. Public comment on Closed Session Topics
 None.

- C. Adjourned to Closed Session 6:06 p.m.

III. RECONVENED IN OPEN SESSION 7:01 p.m.

- A. Reported action taken in Closed Session:
 - 1. Negotiations - Collective Bargaining Session preparation with the CSEA for 2016/17
 The Board discussed this item.

2. Potential Litigation (1 case) [Government Code § 54956.9]

The Board discussed this item.

- B. Pledge of Allegiance Led By: Trustee Paff

IV. COMMUNICATIONS

A. Written Communication

The Board received a letter regarding Robert Down Elementary, and UC Admissions.

Superintendent Porras received approval by the Monterey County Office of Education for AB1200 regarding the CSEA agreement.

B. Board Member Comments

Trustee Dawson attended the Adult Education ESL graduation and said it was wonderful and a lot of fun.

C. Superintendent Report

None.

D. PGUSD Staff Comments (Non Agenda Items)

None.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Rick Baldwin congratulated the Board on passing the Safe Haven Resolution and, as a volunteer for the Monterey County Bar Association and Monterey County Law Association, proposed providing legal services to families regarding pre-guardianship documents for use upon the deportation of parents, power of attorney documents, and invited Administration to meet with Executive Director Jennifer Dalton.

VI. CONSENT AGENDA

- A. Minutes of June 8, 2017 Board Meeting
- B. Certificated Assignment Order #16
- C. Classified Assignment Order #16
- D. Acceptance of Donations
- E. Cash Receipts Report No. 6
- F. Revolving Cash Report No. 6
- G. Agreement for Legal Services, 2017- 18
- H. California School Board Association Membership
- I. Approval of California School Board Association GAMUT Online Service Agreement
- J. Monterey Bay Charter School Lease Revision #12
- K. Special Education Contracts for 2017-18
- L. Memorandum of Understanding between Pacific Grove Unified School District and Carmel Unified School District for the placement of students with disabilities in Special Day Classes

2017-18

- M. Increase FTE for Occupational Therapy Services
- N. Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO)

The Board pulled items J, L and M.

MOTION Phillips/Dawson to approve consent agenda as presented, items A-I, K, N.

Public comment: none

Motion CARRIED 4 – 0

VIII. ACTION/DISCUSSION

Item J

The Board asked a clarifying question regarding the lease rate, Assistant Superintendent Miller answered.

MOTION Phillips/Paff to approve consent agenda Item J.

Public comment: none

Motion CARRIED 4 – 0

Item L

The Board asked several clarifying questions regarding tuition, Director of Student Services Clare Davies answered.

MOTION Phillips/Paff to approve consent agenda Item L.

Public comment: none

Motion CARRIED 4 – 0

Item M

The Board asked clarifying question regarding FTE, Director of Student Services Clare Davies answered.

MOTION Swanson/Dawson to approve consent agenda Item M.

Public comment: none

Motion CARRIED 4 – 0

VII. PUBLIC HEARING AND ACTION/DISCUSSION ITEM A

- A. Public Hearing for Tentative Agreement with California School Employees Association (CSEA)

Open Public Hearing: 7:19 p.m.

Close Public Hearing: 7:20 p.m.

Assistant Superintendent Rick Miller presented information to the Board regarding salary increase and language changes to the current contract, noted Monterey County Office of Education reviewed the agreement and approved it.

Public comment: none

VIII. ACTION/DISCUSSION

A. Approval of Tentative Agreement with California School Employees Association (CSEA)

MOTION Phillips/Dawson to approve the Tentative Agreement with California School Employees Association (CSEA).

Public comment: none

Motion CARRIED 4 – 0

B. Adoption of the District Budget for 2017-18

MOTION Phillips/Swanson to adopt the District Budget for 2017-18.

Public comment: none

Motion CARRIED 4 – 0

C. Adoption of Local Control Accountability Plan (LCAP)

Trustee Paff said he reviewed the LCAP, it was a difficult document and was impressed by the work of Director of Curriculum and Special Projects Ani Silva and Administrators for their work.

MOTION Dawson/Swanson to adopt the Local Control Accountability Plan (LCAP).

Public comment: none

Motion CARRIED 4 – 0

D. Approval of Resolution #999 Authorizing State Preschool Contract

The Board discussed this item, asked if District students were given priority during enrollment over students outside the District, Administration said they are not. Trustee Phillips asked that the Board adopt policy to choose Pacific Grove resident students as priority.

MOTION Phillips/Dawson to approve Resolution #999 Authorizing State Preschool Contract.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

E. Approval of Measure A Education Technology Expenditures

Assistant Superintendent Rick Miller presented information to the Board, noted that the committee is set to the schedule of spending as requested by the Board. Director of Educational Technology Matthew Binder also discussed with the Board.

MOTION Dawson/Swanson to approve the Measure A Education Technology Expenditures.

Public comment: none

Motion CARRIED 4 – 0

F. Adopting Uniform Public Construction Cost Accounting Procedures and Informal Bidding Procedures Pursuant to Section 22034 of the Public Contract Code Resolution #1000

Director of Maintenance and Operations Matt Kelly presented information to the Board, noting the Resolution would enable him to act as general contractor.

MOTION Paff/Phillips to adopt the Uniform Public Construction Cost Accounting Procedures and Informal Bidding Procedures Pursuant to Section 22034 of the Public Contract Code Resolution #1000.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

G. Update on the Food Service Program and Review of Cafeteria Menu Prices

Director of Nutrition Dianne Hobson presented information to the Board. The Board discussed this item, including the possibility of raising prices. Director Hobson did not support raising prices at this time.

The Board discussed snacks provided to teachers for students at the elementary schools who are in need of a snack, discussion included Director Hobson and Principal Roggeman and Principal Williams who provided feedback. The PTAs provide donations to purchase snacks for elementary school teachers for students who are hungry, however the amount was not enough to cover the snack needs at Forest Grove Elementary School. The Board directed Administration to request additional funds from PTA.

Trustee Phillips donated \$600 of personal funds to Director Hobson to purchase additional snacks.

No action taken.

H. Board Calendar/Future Meetings

MOTION Dawson/Phillips to approve the Board meeting calendar.

Public comment: none

Motion CARRIED 4 – 0

IX. INFORMATION/DISCUSSION

A. Information and Discussion Regarding the Monterey Bay Swim Club

Dr. Ron Garrison and Coach Mark Temple introduced themselves to the Board, wanted the Board to know who they are, learn more about the history of the Monterey Bay Swim Club, and the focus on water safety and teaching swimming.

B. Educational Technology Update and Next Steps

Director of Educational Technology Matthew Binder and Elementary Educational Technology and Data Analyst Juliana Dacuyan presented to the Board on their work over the last school year and what their next steps are going forward.

Superintendent Porras acknowledged Director Binder and Dacuyan, saying teachers really enjoy their presence in the classroom, and that he is very proud of the work they are doing for our District.

The Board discussed digital citizenship.

Public comment: none

C. Future Agenda Items

Elementary Counseling Information/Discussion (August 2017)
Spanish Class at Elementary Schools (Fall 2017)
Fencing for Security (Fall 2017)
AP Classes (Fall 2017)

The Board requested a review of the fingerprinting fees.

X. ADJOURNED

8:50 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #1

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #1

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. 1
August 24, 2017**

NEW HIRE:

Peggy Tobin, RDE, Physical Education Teacher, 1.0 FTE, Column IV, Step 1 + MA, effective August 14, 2017

Madelyn Eberle, PGHS Science Teacher, 0.60 FTE, Column II, Step 1, effective August 7, 2017 (replaces Doug Garrett)

TEMPORARY APPOINTMENT, INCREASE/DECREASE IN ASSIGNMENT:

Leslie Penner, RDE 4th Grade Teacher, 1.0 FTE, Column VI, Step 10 + MA, effective August 7, 2017 through June 1, 2018 only (Anne Hober)

Greg Hyde AS Guitar, PGAE, Community Education Guitar Instructor, temporary, hourly, 2.5 hrs./week/according to the PGAE instructional calendar and dependent upon sufficient enrollment

Madelyn Eberle, PGHS Science Teacher, 0.40 FTE, Column I, Step 2, effective August 7, 2017 (replaces Adrienne D'Amico LOA)

Michelle Weiler, PGHS, Counselor, temporary from 0.20 FTE to 0.40 FTE effective August 14, 2017 through June 1, 2018 only (CTEIG Funded)

STATUS CHANGE/INCREASE/DECREASE IN ASSIGNMENT:

Ariana Macias- Rivera, PGAE, from classified Instructional Assistant to certificated Parent Education, Bilingual Program Preschool Teacher, 22 hours per week, 184 day instructional calendar, Column A, Step 8 effective August 7, 2017 (new position)

Amy Tulley, PGMS, Special Education Teacher, from Temporary to Probationary and 0.50 FTE to 1.0 FTE, Effective August 8, 2017 (replaces retiree Mary Schumaker)

CHANGE OF ASSIGNMENT/VOLUNTARY TRANSFER:

Anne Hober, RDE, Elementary Teacher, changes assignment from 4th grade to 5th grade, effective August 8, 2017 (replaces Katie Uppman)

STIPENDS: 2017-18 Pacific Grove Middle School Sports

Sport	Employee	Coaching Assignment	Stipend %	Funding Source
Volleyball	Mary McFadden	Girls' Volleyball (grade 6)	1.0	GF
	Kristy Sebok	Girls' Volleyball (grade 7)	1.0	GF
	Audrey Kitayama	Girls' Volleyball (grade 8)	1.0	GF
	Eric Nardone and Nancy DaSilva replaces Demi Jamison	Boys' Volleyball (6-7-8)	0.50 FTE/0.50 FTE	GF
Soccer	John Kiely	Girls' Soccer	1.0	GF
	Andres Rodriguez	Boys' Soccer	1.0	GF
Cross Country	Jon Alt	Cross Country	1.0	GF

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 1
August 24, 2017**

SUBSTITUTE:

Elizabeth Bennett

Michael Hare

Antonina Kahn

Suchitra Mohan

Andres Rodriguez

Jonathan Vickroy

Mary West

SUBJECT: Classified Assignment Order #1

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #1

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 ORDER NO. 1
August 24, 2017**

NEW HIRE:

Lena Moore, FGE, Instructional Assistant (Title 1 Program), 3.75 hrs./day, 3 days/week, 180 day work year calendar, Range 31, Step F, effective August 9, 2017 (replaces Theresa McDaniel)

Alexandria Arguilez, RDE, Instructional Assistant, 2.5 hrs./day, 5 days/week, 180 day work year calendar, Range 30, Step B, effective August 9, 2017 (replaces Gigi O'Brien)

Cheri Diehl, PGMS, Instructional Assistant (Special Education), 6 hrs./day, 5 days/week, 180 day work year calendar, Range 31, Step F, effective August 9, 2017 (replaces Margaret Rice)

Victor Diaz, PGMS, Instructional Assistant (P.E.), 5 hrs./day, 5 days/week (GF), 50 mins./day, 5 days/week (Site Discretionary), 180 day work year calendar, Range 30, Step C, effective August 9, 2017 (replaces Jaime Jorn)

Lori Aiello, PGHS, Campus Supervisor, 6 hrs/day, 5 days/week, 180 day work year calendar, Range 29, Step E, effective August 9, 2017 (replaces retiree Stacy Himenes)

Kristen Rianda, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step A, effective August 9, 2017 (partial replacement Michelle Mahaney)

Marlene Mejia, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step D, effective August 9, 2017 (replaces CeCe Caro)

April Gabriel, District, Paraprofessional (Special Education Preschool Inclusion Program), 29.5 hrs./week, 180 day work year calendar, Range 37, Step D, effective August 23, 2017 (new position)

Jill Houston, District BASRP, Recreation Coordinator/Leader, 8 hrs./day/10 month work year calendar, Range 37, Step D, effective August 1, 2017 (replaces retiree Henrietta Rivera)

ADDITIONAL ASSIGNMENT:

Desiree Babas, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step B, effective August 9, 2017 (replaces Ariana Macias Rivera)

Tanya Fadem, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step F, effective August 9, 2017 (partial replacement Michelle Mahaney)

Victor Diaz, PGMS, Noon Duty, 1 hr./day, 5 days/week, 180 day work schedule, Range 30, Step C, effective August 16, 2017 (replaces Julie Galvin)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 1
August 24, 2017**

TRANSFER/INCREASE DECREASE IN ASSIGNMENT:

Renee Lozano, Instructional Assistant (Special Education) voluntarily transfers from RDE to PGHS, effective August 9, 2017 (replaces retiree Chris Conneau)

Jordan Gasperson, PGHS, Instructional Assistant, increase from 5.2 hrs./day/180 days to 6.75 hrs./day/180 day work calendar, effective August 9, 2017

Wendi Hammand-Roland, PGMS Instructional Assistant (PE), voluntary reduction of hours from 5.9 hrs./day to 5 hrs./day, 5 days per week, 180 day work schedule effective August 9, 2017

SUBSTITUTE:

Kelly Ray, Instructional Assistant

SUBJECT: Acceptance of Donations

PERSON(S) RESPONSIBLE: Rick Miller, 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

Deanna R. Parker Trust \$1,250 (Art & Music)

Robert H. Down Elementary School

Deanna R. Parker Trust \$1,250 (Art & Music)

Pebble Beach Company Foundation \$5,000 (2017 Grant)

Pacific Grove Middle School

Deanna R. Parker Trust \$1,250 (Art & Music)

Rotary Club of Pacific Grove \$1,500 (PE & Science equipment)

PTA \$5,500 (teacher supplies & Lunch Clubs)

Pacific Grove High School

Deanna R. Parker Trust \$1,250 (Art & Music)

Dennis Vernon \$ 50 (photography)

Esther Burshtein \$ 50 (photography)

Kelly Hartwell \$ 80 (culinary)

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

Mr. Bix Whitcomb Office supplies valued at \$100

Ref: Donations

SUBJECT: Out of County or Overnight Activities

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve or receive the request as presented.

BACKGROUND:

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

INFORMATION:

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

FISCAL IMPACT:

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

<u>DATE</u>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u>	<u>ACTIVITY</u>			
Aug.-Nov., 2017 Various Cities	Athletics Events See Attached	MCOE/Charter bus	TBD	District/HS Athletics
August 31 Community Center Morgan Hill, CA	PGMS Yearbook Team Yearbook Workshop	Auto	\$80	ASB/Yearbook
September 16-17 Bellarmine College San Jose, CA	PGHS Robotics Team Robotics Competition	Auto	\$386	ASB Club

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.

Date of Activity August 31 Day of Activity Thursday
Location of Activity Community Center City Morgan Hill County ~~San Benito~~ Santa Clara
School PGMS Class or Club Yearbook Grade Level/s 7/8
School Departure Time 9:30 (A.M.) P.M.
Pickup Time from Place of Activity 3:00 A.M. (P.M.)
Name of Employee Accompanying Students Jo Lynne Costales
(please print)
Number of Adults 1 Number of Students 4
Description of Activity/Educational Objective Yearbook Cover/Theme Workshop

List All Stops n/a

Means of Transportation: () School Bus () Charter () Auto* () District Van** () Walk () Air
* Board Regulation 3541.1 Requirements will be complied with when using private Autos [Signature]
(Teacher initials)

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

Cost of Activity \$ 20⁰⁰ + Cost of Transportation \$ 60³⁴ = Total \$ ~~50⁰⁰~~ 80³⁴

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

Account Code:

Requested by: [Signature] / Jo Lynne Costales Date 8/16/17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal _____ Date _____

Transportation Department/District Office Use

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



Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: [Signature] Date 8/16/17

Date of Board Approval August 24, 2017

Rec 7/27/17 sent to PGUSD returned 7/26/17

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E
FXED
HS 8/2

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

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

Date of Activity 9/16-9/17 Day of Activity Saturday & Sunday
 Place of Activity Bellarmino College Preparatory in San Jose, Ca
 School PGHS Grade Level 9-12
 School Departure Time 7:00 AM PM
 Pickup Time From Place of Activity AM 9:00PM
 Name of Employee Accompanying Students ISAAC RUBIN
 Number of Adults 5 Number of Students 20
 Class or Club PGHS Robotics Team (Breaker Bots)
 Description of Activity Robot Competition
 Education Objective Excite prospective new members/ get the rust off of old
 List All Stops Bellarmino College - San Jose, member
 Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
 () Charter () Auto* () Walk () Other** PRIVATE AUTO 8/1/17

Rec'd 7/27 Form incomplete returned to site

*#'s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department *

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos IR
 (Teachers Initials)
 2. If using vans, you MUST list who the drivers are.
 3. Cost of Activity \$ 300.00
 4. Cost of Transportation \$ 85.71
 Total Cost (Activity + Transportation) \$ 385.71
 5. Fund to be Charged for all activity expenses: () Acct. Code ASB / CLUB ACCOUNT AT WELLS FARGO
 () Students () Other
 6. Requested By [Signature] ISAAC RUBIN Date 7/24/17
 Employee's Signature AND Printed Name (Employee accompanying students on activity)
 7. Recommend Approval [Signature] Date 7/25/17
 Principal's Signature

7/31 Returned to HS again incomplete

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received
 Cost Estimate \$
 Approved By Date
 Approved By [Signature] Date 8/1/17
 Transportation Supervisor
 Assistant Superintendent
 Date of Board Approval August 24, 2017
 PGUSD Regular Meeting of August 24, 2017

RECEIVED
AUG 01 2017
PACIFIC GROVE UNIFIED SCHOOL DISTRICT

2017 PGHS AthleticsFall trips out of county – day trips (No Overnight)

<u>Date</u>	<u>Opponent</u>	<u>Teams</u>	<u>Transportation</u>	<u>Departure</u>	<u>Return</u>	<u>County</u>
Boys Football						
9/1/17	Orestimba	JV/ V	Buses	1:30 JV 3:00 V	11:30pm	San Joaquin
9/30/17	SLV	JV/ V	Buses	9:00JV 11:00V	4:00pm	Santa Cruz
G Volleyball						
9/5/17	Oakwood	JV/ V	Buses	2:30	8:00	Santa Clara
G Golf						
10/10/17	San Benito	Varsity	Van	1:45	6:30	San Benito
Cross country						
9/8/17	N Tahoe	Varsity	VANS (Overnight)	7:30AM	2:30	Washoe
9/30/17	Capital Challenge	Varsity	VANS	6:00AM	9:00PM	Sacramento
11/25/17	State Meet	CIF Varsity	VANS	6:00AM	10:00PM	San Joaquin
Girls Tennis						
9/12/17	Oakwood	VarsityBus		1:15	7:00	Santa Clara

SUBJECT: Warrant Schedule No. 585 and No. 586

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

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

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from June 1, 2017 through July 31, 2017.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 585

Warrants- Payroll

JUNE '17

Certificated-	Regular 06/05/17	\$	0
	Regular 06/09/17	\$	43,779.60
	Regular 06/15/17	\$	1,424.00
	Regular 06/30/17	\$	1,416,104.07
	Total Certificated	\$	<u>1,461,307.67</u>
Other-	Regular 06/05/17	\$	0
	Regular 06/09/17	\$	2,710.00
	Regular 06/15/17	\$	0
	Regular 06/30/17	\$	3,428.76
	Total Other	\$	<u>6,138.76</u>
Classified-	Regular 06/05/17	\$	0
	Regular 06/09/17	\$	3,401.79
	Regular 06/15/17	\$	0
	Regular 06/30/17	\$	649,281.37
	Total Classified	\$	<u>652,683.16</u>
	<u>TOTAL PAYROLL</u>	\$	<u>2,120,129.59</u>

Warrants- AP

Warrants <u>12318649</u> through <u>12318659</u>	(05/30/17)	\$	<u>29,593.81</u>
Warrants <u>12319135</u> through <u>12319155</u>	(06/01/17)	\$	<u>32,720.35</u>
Warrants <u>12320020</u> through <u>12320058</u>	(06/06/17)	\$	<u>46,391.40</u>
Warrants <u>12320903</u> through <u>12320948</u>	(06/08/17)	\$	<u>138,138.39</u>
Warrants <u>12321624</u> through <u>12321650</u>	(06/13/17)	\$	<u>73,618.55</u>
Warrants <u>12322306</u> through <u>12322316</u>	(06/15/17)	\$	<u>40,825.63</u>
Warrants <u>12323073</u> through <u>12323100</u>	(06/20/17)	\$	<u>59,437.65</u>
Warrants <u>12324095</u> through <u>12324105</u>	(06/22/17)	\$	<u>13,185.07</u>
Warrants <u>12325759</u> through <u>12325771</u>	(06/27/17)	\$	<u>67,386.17</u>
Warrants <u>12326581</u> through <u>12326601</u>	(06/29/17)	\$	<u>49,435.52</u>
	<u>TOTAL WARRANTS</u>	\$	<u>2,670,862.13</u>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 586

Warrants- Payroll

JULY '17

Certificated-	Regular 07/05/17	\$	0
	Regular 07/10/17	\$	60,967.57
	Regular 07/15/17	\$	12,478.99
	Regular 07/31/17	\$	167,028.49
	Total Certificated	\$	<u>240,475.05</u>
Other-	Regular 07/05/17	\$	0
	Regular 07/10/17	\$	0
	Regular 07/15/17	\$	0
	Regular 07/31/17	\$	0
	Total Other	\$	<u>0</u>
Classified-	Regular 07/05/17	\$	0
	Regular 07/10/17	\$	44,758.11
	Regular 07/15/17	\$	5,683.00
	Regular 07/31/17	\$	352,356.23
	Total Classified	\$	<u>402,797.34</u>
	<u>TOTAL PAYROLL</u>	\$	<u>643,272.39</u>

Warrants- AP

Warrants <u>12328298</u> through <u>12328325</u> (07/11/17)	\$	<u>120,420.04</u>
Warrants <u>12329089</u> through <u>12329196</u> (07/13/17)	\$	<u>197,526.41</u>
Warrants <u>12329827</u> through <u>12329864</u> (07/18/17)	\$	<u>108,665.18</u>
Warrants <u>12330566</u> through <u>12330582</u> (07/20/17)	\$	<u>60,112.52</u>
Warrants <u>12331802</u> through <u>12331826</u> (07/27/17)	\$	<u>100,998.12</u>
<u>TOTAL WARRANTS</u>	\$	<u>1,230,994.66</u>

SUBJECT: Acceptance of Quarterly Treasurer's Report

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending June 30, 2017.

BACKGROUND:

Government Code 53646 requires that a quarterly report be made to the Board to identify the investments within which the District's funds are maintained until needed for expenditures. The District pools its revenues with other districts in the County and deposits them with the Monterey County Treasurer. The Treasurer then invests these funds in the various instruments identified in the attached report.

INFORMATION:

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized yield of **1.22%**. This is compared to 1.18% last quarter.

FISCAL IMPACT:

None.



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Upon motion of Supervisor Phillips, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

- a. Received and accepted the Treasurer's Report of Investments for the Quarter Ending June 30, 2017;
- b. Received and approved the Treasurer's Investment Policy for FY 2017-18; and
- c. Renewed the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

PASSED AND ADOPTED this 25th day of July 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Salinas, Parker and Adams

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting July 25, 2017.

Dated: July 28, 2017

File ID: 17-0780

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy



Monterey County

Consent Agenda Item G
168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 17-0780

July 25, 2017

Introduced: 7/13/2017

Version: 1

Current Status: Consent Agenda

Matter Type: General Agenda Item

- a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending June 30, 2017;
- b. Receive and Approve the Treasurer's Investment Policy for FY 2017-18; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending June 30, 2017;
- b. Receive and Approve the Treasurer's Investment Policy for FY 2017-18; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the April - June period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

The Treasurer also annually reviews the Monterey County Investment Policy and has recommended updates for Board approval. These updates will provide additional clarification, revise outdated language, and more clearly define investment guidelines and categories as stated in Government Code §53601(q). In addition, annual Board delegation of investment authority to the Treasurer-Tax Collector is prescribed by Government Code sections 53646 and 53607.

DISCUSSION:

During the April - June quarter, Treasury yields were substantially higher compared to a year ago. Short term yields rose as the Federal Open Market Committee (FOMC) raised rates to normalize policy, while longer yields moved in tandem with higher inflation expectations following the elections. The yield curve has flattened over the quarter as some of these inflation expectations moderated. The U.S. labor market continues to strengthen adding 581,000 jobs in the quarter with an average of 187,000 jobs per month over last year. The average hourly earnings, which is an important gauge of wage growth, grew 2.5% over the past 12 months. On June 30, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,406,270,844.48 spread among 97 separate securities and funds. The par value of those funds was \$1,406,749,451.38, with a market value of \$1,404,654,946.58 or 99.9% of amortized book value. The portfolio's net earned income yield for the period was 1.22%. The

portfolio produced an estimated quarterly income of \$ 4,367,421.71 which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 398 days. The County Treasury outperformed most of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three year investment range.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will exceed budgeted revenue.

Prepared by: Susanne King, Treasury Manager, x5490

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5015

Attachments:

Attachment 1 Exhibit A Investment Portfolio Review 06.30.17
Attachment 2 Exhibit B Portfolio Management Report 06.30.17
Attachment 3 Exhibit C Mo Co Historical Yields vs. Benchmarks 06.30.17
Attachment 4 Exhibit D Aging Summary 07.01.17
Attachment 5 Exhibit E Mo Co Investment Policy 2016-2017 Red Line
Attachment 6 Exhibit F Mo Co Investment Policy 2017-2018 Proposed

cc:

County Administrative Office
County Counsel
Auditor-Controller - Internal Audit Section
All depositors
Treasury Oversight Committee

Exhibit A Investment Portfolio Review Quarter Ending June 30, 2017

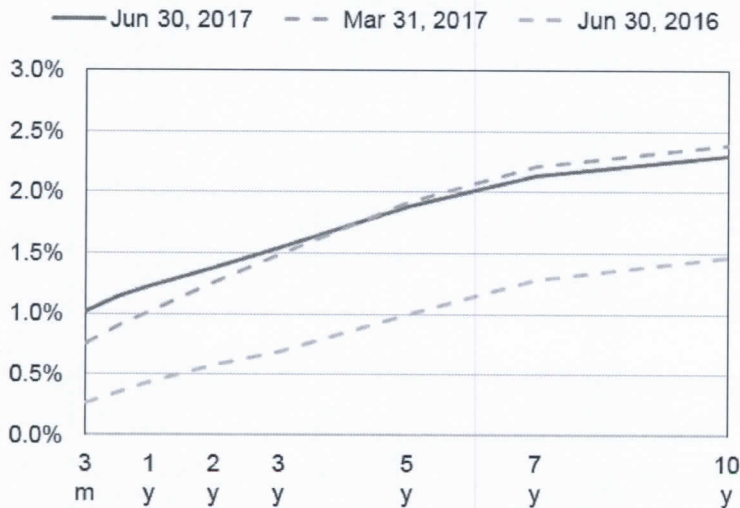
OVERVIEW April 1, 2017 – June 30, 2017

During the April - June quarter, The Federal Open Market Committee (FOMC) raised the federal funds rate by 0.25% to a new target range of 1.0 to 1.25% at its June meeting but probabilities show only a 50% chance of another rate hike by year end. The two-year treasury yields moved modestly higher possibly due to lower expectations of future rate hikes for the remainder of 2017. Weaker economic data and low inflation kept interest rates in check. The initial market reaction to the Fed’s June interest rate increase was surprisingly modest, initially moving only short-term rates higher. In recent days, longer-term yields have adjusted as well. The muted reaction is an indication of uncertainty about the pace of U.S. economic growth and future Fed policy.

U.S. TREASURY YIELD CURVE

- Treasury yields are substantially higher compared to a year ago: short-term yields rose as the Fed raised rates to normalize policy, while longer yields moved in tandem with higher inflation expectations following the elections. The yield curve has flattened over the quarter as some of the inflation expectations moderated.

U.S. Treasury Yield Curve

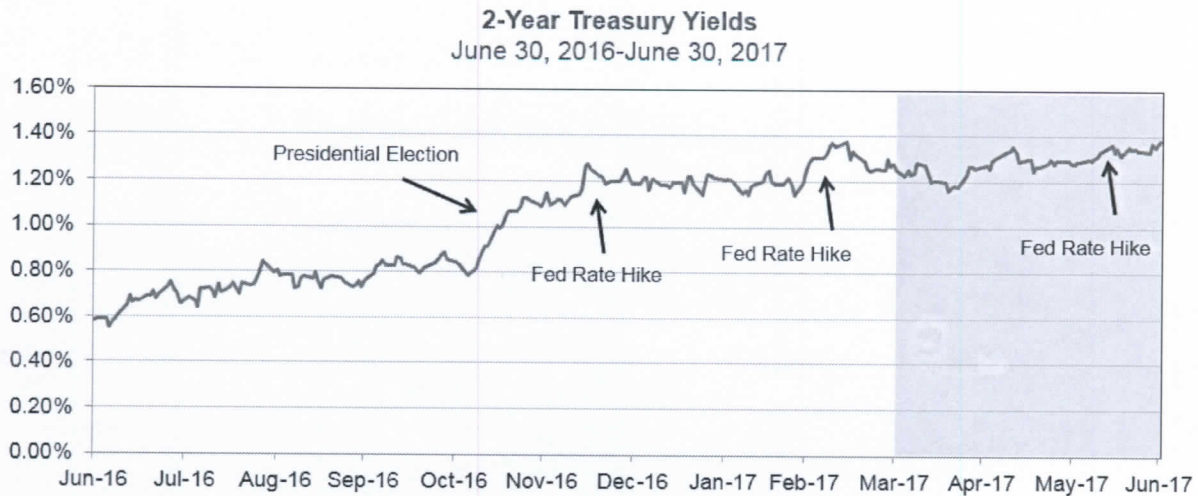


Source: Bloomberg, as of 6/30/17.

Yield Curve History

Maturity	6/30/16	3/31/17	6/30/17
3-Mo.	0.26	0.75	1.01
6-Mo.	0.35	0.90	1.13
1-Yr.	0.44	1.02	1.23
2-Yr.	0.58	1.26	1.38
3-Yr.	0.69	1.49	1.55
5-Yr.	1.00	1.92	1.89
7-Yr.	1.28	2.21	2.14
10-Yr.	1.47	2.39	2.31
30-Yr.	2.29	3.01	2.84

Two-year treasury yields moved modestly higher possibly due to lower expectations of future rate hikes for the remainder of 2017.



Source: Bloomberg, as of 6/30/17.

The County Treasury continues to outperform the majority of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on U.S. Treasuries, commercial paper, corporate notes and negotiable CDs as well as maintaining federal agencies with attractive rates. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. Market Access – During the quarter, investment purchases included U.S. Treasuries, Federal Agencies, Commercial Paper, Negotiable CDs and Corporate Notes. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer’s portfolio consists of 97 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
15.1%	7.5%	13.0%	28.3%	32.2%	4.4%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 85% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are

considered the safest of all investments. All corporate debt (15.1%) is rated in the higher levels of investment grade and all federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition												
AAA	AAAm	AA+	AA	AA-	A+	A	A-	A-1+ (Short-Term)	A-1 (Short-Term)	Aaf/S1+ (CalTrust)	BBB+	Not Rated (LAIF/MMF)
1%	5%	62%	1%	9%	5%	3%	1%	1%	4%	5%	1%	2%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County’s Treasury to meet withdrawal demands on invested assets, was managed during the April - June quarter. The portfolio’s average weighted maturity was 398 days, and the County maintained \$175M (13%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$557M (39%) in securities with maturities under a year to provide enhanced liquidity.

PORTFOLIO CHARACTERISTICS

	<u>March 31, 2017</u>	<u>June 30, 2017</u>
Total Assets	\$1,348,216,995.71	\$1,406,749,451.38
Market Value	\$1,346,285,722.86	\$1,404,654,946.58
Days to Maturity	419	398
Yield	1.18%	1.22%
Estimated Earnings	\$3,869,096.96	\$4,367,421.71

FUTURE STRATEGY

The Treasurer has 48% of the portfolio invested in the 1-3-year maturity range and 39% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve. We will continue to run the portfolio to manage safety and liquidity while maximizing the rate of return.

SUBJECT: 2017-2018 Consolidated Application for Funding, Part 1

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

RECOMMENDATION:

The Administration recommends approving the 2017-2018 Consolidated Application for Funding, Part 1 as presented.

BACKGROUND:

The Consolidated application is used by the California Department of Education to distribute categorical funds and collect fiscal information. The filing of Part 1 declares the district’s intention to participate in the specified categorical programs listed below and to follow the guidelines and requirements of each program. Additionally, the California Department of Education uses Part 1 to collect data and determine fiscal allocations for programs such as Title I Part A, Title II Teacher quality and Title III Limited English Proficient/Immigrant. Information such as the percentage of low income and limited English proficient students listed in the School Student Counts provides eligibility and ranking information for each site within the district. For the 2017-2018 school year the district is not entitled to receive Title III Immigrant money because the percentage of immigrant students in the district has not increased by 2% for the 2017-2018 school year over the previous last two school years.

The Consolidated application must be reviewed by the District English Learner Advisory Committee (DELAC). Per Title 5 of the California Code of Regulations Section 11308, if the district has more than 50 language learners the district must establish a DELAC and involve them in the application for funding for programs that serve English Learners. The DELAC met on June 12, 2017 and approved the application. A copy of the application is attached.

INFORMATION:

Programs and Projected Funding Information for 2017-2018

1. Title I Part A (Basic Grant)	\$137,978
2. Title II Part A (Teacher Quality)	\$ 32,936
3. Title III Part A (Limited English Proficient)	\$ 12,325

FISCAL IMPACT:

The total entitlement for 2017-2018 is projected to be \$183,239

California Department of Education

Consolidated Application

Pacific Grove Unified (27 66134 0000000)

Status: Certified
 Saved by: Ana Silva
 Date: 6/2/2017 9:03 AM

2017-18 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269
 Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Dr. Ralph Gomez Porras
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	05/23/2017
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/2/2017

R02

Page 2 of 6

California Department of Education**Consolidated Application**


Pacific Grove Unified (27 66134 0000000)

Status: Certified
Saved by: Ana Silva
Date: 6/2/2017 9:02 AM**2017-18 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca17asstoc.asp>.

CDE Program Contact:Joy Paull, jpaull@cde.ca.gov, 916-319-0297**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form is on file.

Authorized Representative's Full Name	Ana Silva
Authorized Representative's Signature	
Authorized Representative's Title	Director of Curriculum and Special Projects
Authorized Representative Signature Date	06/12/2017

*****Warning*****

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Report Date:6/2/2017

R02

Page 1 of 6

California Department of Education**Consolidated Application**

Pacific Grove Unified (27 66134 0000000)

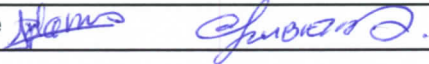
Status: Certified
Saved by: Ana Silva
Date: 6/2/2017 9:03 AM**2017-18 Application for Funding****CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/24/2017
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name 	Gabriela Zubieta/Perrine Adams
DELAC review date	06/12/2017
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	http://www.pgusd.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A English Learner ESEA Sec. 3102 SACS 4203	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/2/2017

R02

Page 3 of 6

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In
- k - Funded with EIA/SCE

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	21.05%
Grade Span 1 Low Income %	23.86%
Grade Span 2 Low Income %	19.22%
Grade Span 3 Low Income %	18.26%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible for Funding	Funding Required	Ranking	Fund Flag	Exception Reason
Forest Grove Elementary	6026470	1	465	141	30.32	Y	N	1	Y	
Robert Down Elementary	6026496	1	474	83	17.51	N	N	2	N	
Pacific Grove Middle	6058754	2	510	98	19.22	N	N	1	N	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible for Funding	Funding Required	Ranking	Fund Flag	Exception Reason
Community High (Continuation)	2731115	3	20	8	40.00	Y	N	1	Y	
Pacific Grove High	2733657	3	588	103	17.52	N	N	2	N	

*****Warning*****

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California Department of Education**Consolidated Application**

Pacific Grove Unified (27 66134 0000000)

Status: Certified
Saved by: Ana Silva
Date: 6/2/2017 9:03 AM**2017-18 Title III, Part A Immigrant Student Program Subgrant Budget**

The purpose of this report is to provide a proposed budget for 2017-18 Immigrant Student Program Subgrant funds only per the Title III, Part A, Immigrant Student Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: Only LEAs that have 21 or more eligible immigrant students, and that have experienced a significant increase of two percent or greater growth in eligible immigrant student enrollment in the current year compared with the average of the two preceding fiscal years are eligible for Title III, Part A Immigrant Student Program Subgrant funds. Use your Immigration student count that was provided to the California Longitudinal Pupil Achievement Data System on census day of October 5, 2016.

Estimated Immigrant per student allocation	\$80.77
Estimated Immigrant student count	60
Estimated Immigrant entitlement amount	\$4,846

Budget

Authorized activities	\$4,846
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$4,846

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/2/2017

R02

Page 5 of 6

California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated Application

Status: Certified
 Saved by: Ana Silva
 Date: 6/2/2017 9:03 AM

2017-18 Title III, Part A English Learner Student Program Subgrant Budget

The purpose of this report is to provide a proposed budget for 2017-18 English learner (EL) student program subgrant funds only per the Title III, Part A, English Learner Students Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: If the estimated entitlement amount does not meet the minimum \$10,000 program eligibility criteria for direct funding status, further action may be required. To receive instructions regarding the consortium application process, please contact Patty Stevens by phone at 916-323-5838 or by e-mail at pstevens@cde.ca.gov.

Estimated English learner per student allocation	\$93.37
Estimated English learner student count	132
Estimated English learner entitlement amount	\$12,325

Budget

Professional development activities	\$3,500
Program and other authorized activities	\$5,925
English Proficiency and Academic Achievement	\$1,500
Parent, family, and community engagement	\$1,400
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$12,325

*****Warning*****

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Report Date:6/2/2017

R02

Page 4 of 6

SUBJECT: Designation of Community Human Services Representative

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board approve Cristy Dawson as the Pacific Grove Unified School District Community Human Services Representative.

BACKGROUND:

Community Human Services is a 501c(3) public nonprofit and Joint Powers Authority providing substance abuse and mental health counseling and recovery services to middle and low income individuals and families in Monterey County, California.

FISCAL IMPACT:

None.

SUBJECT: Pacific Grove High School Late Start Collaboration Days

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

RECOMMENDATION:

The Pacific Grove High School Administration recommends that the Board review and approve the calendar for late start days.

BACKGROUND:

Every six years, the Pacific Grove High School (and Community High School) go through a self-study cycle mandated by the Western Association of Schools and Colleges (WASC). The report generated by this self-study is submitted and used as a template for a verification visit. The self study document is generated by 11 committees consisting of faculty, staff, students, parents, district office personnel, and community members that collect and analyze data. From this analysis, each committee generates strengths and areas for improvement as well as an action plan.

INFORMATION:

The collection and analysis of the data takes considerable time to collaborate in groups. The late start days and the professional development half-days during the first semester will be used by the committees to create our self-study. The late start schedule will be as follows.

Collaboration	8:00	9:40
1 st Period	9:45	10:45
2 nd /3 rd Period	10:50	11:50
lunch	11:50	12:35
4 th /5 th Period	12:40	1:40
6 th /7 th Period	1:45	2:45

The collaboration days including professional development days will occur on the following dates:

- a. Thursday, Aug. 31 (late start day)
- b. Tuesday, Sept. 5, PD afternoon, 3:00-6:00
- c. Thursday, Sept. 21 (late start day)
- d. Tuesday, Oct. 24, PD afternoon, 3:00-6:00
- e. Thursday and Friday, Nov. 16 and 17 late start (if needed)

FISCAL IMPACT:

There is no fiscal impact with respect to this schedule.

SUBJECT: Approval of PGUSD Confidential Employees Team Agreement

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Confidential Employees Team.

BACKGROUND:

All changes to agreements between the District and the Confidential Employees Team require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

INFORMATION:

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Confidential employees will receive a 3.00% salary increase, retroactive to July 1, 2017
- 2) 2018-19 – All Confidential employees will receive a 3.00% salary increase, effective July 1, 2018.

FISCAL IMPACT:

An increase to Payroll related expenditures of approximately \$18,021 in 2017-18, and \$18,561 in 2018-19.

Confidential Employees Group
Compensation Agreement

The Confidential Employees Group met on July 19th to discuss the following terms:

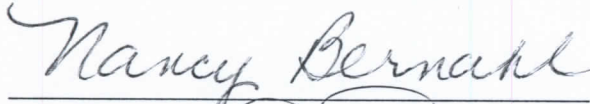
Effective retroactive to July 1, 2017, a salary increase of 3.0% to the Confidential salary schedule for the 2017-2018 year.

Effective July 1, 2018, a salary increase of 3.0% to the Confidential salary schedule for the 2018-2019 year.

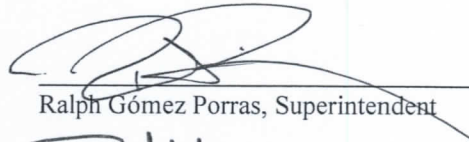
This two-year agreement is made with the understanding that if through negotiations for the 2017-2018 and 2018-2019 years, any other District Bargaining Unit comes in with a higher total compensation adjustment, the Confidential Employees group will be entitled to the same adjustment.

All other provisions of prior compensation adjustments, not in conflict with the above, shall remain in effect.

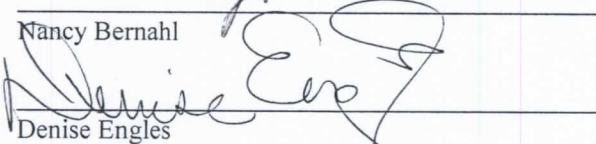
By signing this Proposal, the Confidential Employees Group agrees to all the terms:



Nancy Bernahl



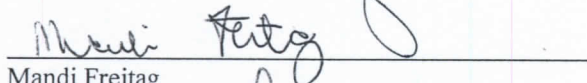
Ralph Gómez Porras, Superintendent



Denise Engles



Rick Miller, Assistant Superintendent



Mandi Freitag



Angela Lippert



Monica Valero

Kelly Van Houtan

SUBJECT: Approval of PGUSD Administrative Employees Agreement

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.

BACKGROUND:

All changes to agreements between the District and the Administrative Employees require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

INFORMATION:

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Administrative employees will receive a 3.00% salary increase, retroactive to July 1, 2017.
- 2) 2018-19 – All Administrative employees will receive a 3.00% salary increase, effective July 1, 2018.

FISCAL IMPACT:

An increase to Payroll related expenditures of approximately \$77,409 in 2017-18 and \$79,731 in 2018-19.

Management Agreement
2017-18 and 2018-19 school years

The Pacific Grove Unified School District ("District") and Pacific Grove Unified School District Management Team agree to the following:

The District shall provide a two year (2017/18 and 2018/19) total compensation package which includes:

- An increase of 3.00% for the 2017/18 school year, and an additional 3% for the 2018/19 school year, placed on the salary schedule, commensurate with the certificated bargaining unit final compensation agreement.



Matthew Bell
PGUSD Management Group representative

8/14/17

Date

SUBJECT: Approval of PGUSD Adult Education Teachers Agreement

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Adult Education Teachers.

BACKGROUND:

All changes to agreements between the District and the Adult Education Teachers require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

INFORMATION:

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Adult Education Teachers will receive a 3.00% hourly rate increase, retroactive to July 1, 2017.
- 2) 2018-19 – All Adult Education Teachers will receive a 3.00% hourly rate increase, effective July 1, 2018.

FISCAL IMPACT:

An increase to payroll-related expenditures of approximately \$9,550 in 2017-18 and \$9,836 in 2018-19. These expenditures would come from Fund 11, the Adult Education Fund.

SUBJECT: Approval of Amendments to the Assistant Superintendent's 2017 Contract

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

It is recommended that the Board of Education approve the Assistant Superintendent's contract amendments and compensation adjustments for the 2017 - 2019 school years as proposed.

BACKGROUND:

The District Assistant Superintendent works as a contracted employee to the Governing Board. This contract governs his term of employment and compensation.

INFORMATION:

The Board, on an annual basis, reviews the Assistant Superintendent's contract and compensation. Proposed modifications are noted in the "Amendment to Contract of Employment."

FISCAL IMPACT:

The proposed contract amendment reflects a compensation adjustment of 6% across two (2) years, which is commensurate with that of district classified bargaining unit and other district employees, and renewal of the terms of service to two years, July 1, 2017 through June 30, 2019.

AMENDMENTS TO CONTRACT OF EMPLOYMENT
ASSISTANT SUPERINTENDENT

The Governing Board of Pacific Grove Unified School District ("Board") and Richard Miller ("Assistant Superintendent") agree that the Assistant Superintendent's Contract shall be amended from the previous year, to include the following:

A. The employment contract shall be effective July 1, 2017 through June 30, 2019.

B.

Board agrees to pay Assistant Superintendent an annual compensation of \$207,364.84 payable in twelve (12) equal monthly installments retroactive to July 1, 2017 through June 30, 2018. Beginning July 1, 2018, the Board agrees to pay the Assistant Superintendent an annual compensation of \$213,585.79. The July 1, 2018 salary shall remain the same through the remaining term of this contract unless otherwise adjusted by the Board. This total compensation of 6% across two years is commensurate with the increases granted to other district employees.

A copy of the revised contract with the above listed amendments has been supplied to the Board. The contract will be available for viewing at the District Office and a copy available at the August 24, 2017 Board meeting.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT CONTRACT**

This Employment Agreement (“Agreement”) is made on this ~~18th~~24th day of ~~July~~August 2017, by and between the Governing Board of Pacific Grove Unified School District (“District”) and **Richard Miller** (“Assistant Superintendent”).

1. **Term** – The District hereby employs **Richard Miller** as Assistant Superintendent for Business Services at Pacific Grove Unified School District, commencing on July 1, 2017 and continuing through June 30, 2019.
2. **Salary** – Board agrees to pay Assistant Superintendent an annual compensation of ~~\$207,364.84~~201,325.09 payable in twelve (12) equal monthly installments retroactive to July 1, 2017 through June 30, 2017. ~~Beginning July 1, 2017, the Board agrees to pay the Assistant Superintendent an annual compensation of \$207,364.84.~~ The July 1, 2017 salary shall increase to \$213,585.79 effective July 1, 2018 and shall remain the same through June 30, 2019 unless otherwise adjusted by the Board.

The Superintendent, after determining satisfactory evaluation of the Assistant Superintendent, may recommend to the Board of Education that the Assistant Superintendent receive an increase in compensation which may serve in lieu of the generally applied increase listed in the following paragraph. This determination can be made at any time at the direction of the Superintendent. A change in salary shall not constitute the creation of a new Agreement, nor extend the termination date of this agreement.

Unless the Board and Assistant Superintendent mutually agree to a different amount for an annual increase to the Assistant Superintendent’s compensation, the Assistant Superintendent’s compensation shall be increased each year by the same percentage increase and/or one-time payment, if any, received by the District’s classified employee bargaining unit.

3. **Fringe Benefits** –The Assistant Superintendent shall also be entitled to receive a Health Care Allowance of \$3,000 per year directed toward health coverage under the District’s MCSIG medical, dental and vision insurance. This Health Care Allowance shall continue as a post–retirement benefit through age 65 – consistent with other District employee retirement provisions. This fringe benefits package shall stay in force during the term of this Agreement.
4. **Work Days** – The Assistant Superintendent shall work 225 days of service each year (July 1st through June 30th). Under this contract, the work calendar shall be approved by the Superintendent each July. If any workdays are to be carried over to the following year, prior approval from the Superintendent must be obtained. No more than ten workdays may be accrued and carried forward.
5. **Sick Leave** – The Assistant Superintendent is entitled to one sick day per month of employment by the District. Sick leave may be accrued and applied to PERS Retirement.
6. **Cell Phone and Vehicle Expense** – The Assistant Superintendent is required to have a cell phone and to have a vehicle. The Assistant Superintendent agrees that base salary provided in Section 2 is sufficient to include these costs. Therefore, the Assistant Superintendent waives any and all claims for reimbursement for cell phone-related expenses, and for vehicle reimbursement for travel within Monterey County. Work related mileage accrued on a monthly basis outside of Monterey County may be claimed at the District’s approved rate.

7. **Expenses** – The Assistant Superintendent shall be reimbursed for all documented actual necessary job related expenses, which have been authorized by Board policy and have received prior approval from the Superintendent. Included in this shall be the cost of membership in a professional organization for school business officials.
8. **Assistant Superintendent General Duties** – The Assistant Superintendent is directly responsible to the Superintendent as a technical expert whose primary duty is the financial operation of the District, and the development and implementation of the annual budget. In addition, the Assistant Superintendent:
- Oversees the accounting, payroll, budgeting, purchasing, attendance, internal control, maintenance, buildings, grounds and food services, transportation, disaster preparedness, facility usage, insurance programs and loss control.
 - Evaluates employees under his jurisdiction using timelines and procedures noted in collective bargaining contracts.
 - Advises the Superintendent in a timely manner about financial and budgetary issues and threats to the financial well-being of the District, including sources of funds that might be available to implement present and contemplated District programs.
 - Presentations of required reports to the Superintendent prior to public release. Examples:
 - First and second interim reports
 - Draft budget for new year
 - February - School Expenditure Summary
 - August - Property Tax Report
 - November/March - District budget review
 - Negotiation proposals
 - Others upon request
 - Presents options and solutions that will enact the goals of the District and directions of the Superintendent.
 - Maintains and improves professional competence by attending professional development meetings and conferences.
 - Establishes and maintains positive staff relationships and actively seeks solutions that will enable schools to offer a successful educational program.
 - Keeps the Superintendent informed in a timely manner of all administrative and related issues associated with the operation of the school District, and discusses these issues with the Superintendent prior to public or staff review.
 - Serves on all committees and completes all assigned duties as directed by the Superintendent.
 - Supervises and coordinates District Measure D and general construction efforts.
 - Changes in the duties may occur at the direction of the Superintendent.
9. **Evaluation** – The Assistant Superintendent’s evaluation will include both performance of duties and professional growth, and shall review the following areas:
- Administrative skills, business services, communication and interpersonal skills.
 - Supervision of all departments assigned (i.e. business, custodians, grounds, maintenance, transportation and food services).
 - Positive, affirmative support for the attainment of District’s yearly educational goals.
 - Completion of goals assigned by the Superintendent.
 - All duties noted in the Assistant Superintendent for Business Services job description.
 - The Assistant Superintendent, in cooperation with the Superintendent, may choose to develop an evaluation document.

In addition, any contract extension or salary increase shall be approved by the Board in open session at a regular meeting of the Board and reflected in the minutes of such meeting.

10. **Termination of Contract– Mutual Consent:** Upon the recommendation of the Superintendent, this Agreement may be terminated at any time by mutual consent of the Board of Education and the Assistant Superintendent. Any party seeking to terminate the agreement shall give 60-day written notice to the other party.
11. **Termination Without Cause** – If the District chooses to terminate this Agreement prior to its expiration, due to reasons other than job abandonment or conviction of criminal activities, then, in accordance with Government Code 53260, the District shall pay to the Assistant Superintendent an amount equal to the current monthly salary of the Assistant Superintendent at the time of termination multiplied by the number of months remaining on the unexpired contract up to a maximum of 12 months. In addition, the District shall continue to contribute to the employee’s medical insurance, at the same level as prior to termination, for the remaining time of the unexpired contract term up to nine months or until the employee finds other employment, whichever occurs first.
12. **Non-Renewal of Agreement** – The Board of Education, at the recommendation of the Superintendent, may elect not to renew this agreement at the end of its term, for any reason, by providing a 45-day written notice to the Assistant Superintendent, in accordance to the Education Code Section 35031.
13. **Termination for Cause** – The Assistant Superintendent’s status and all rights under this agreement may be terminated by the Board of Education at any time for, but not limited to, breach of contract, any grounds enumerated in the Education Code, or the Assistant Superintendent’s failure to perform responsibilities as set forth in this Agreement, or as defined by law. Within 30 days of receipt of a written statement identifying the grounds for termination, the Assistant Superintendent shall be entitled to a conference with the Superintendent and Board of Education. This conference will be the Assistant Superintendent’s exclusive right to any hearing.
14. **Abuse of Office Provisions** - In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent’s criminal defense. For purposes of this provision, “abuse of office or position” means either of the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.
15. **General Provisions**
 - a. **Governing Law and Venue** – This agreement and the rights, obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
 - b. **Entire Agreement** – This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied

upon any representation expressed or implied not contained in this agreement, including Board policies that may be deemed to infer an employment benefit.

- c. No Assignment – The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this agreement.
- d. Modification – This agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any party requesting a modification shall give 30 days written notice to the other party.
- e. Severability – If any provision of this agreement is ruled to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall continue in full force and effect.
- f. Professional Liability – The District agrees that it shall defend, hold harmless and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Assistant Superintendent in his official capacity as agent and employee of the District, provided the incident arose while the Assistant Superintendent was acting in the scope of his employment and excluding criminal litigation. The District shall provide public liability insurance for the Assistant Superintendent to cover legal expenses in the defense of claims and related judgments resulting from his functions as Assistant Superintendent. Coverage shall not apply for any loss, claim or suit arising out of the intentional violation of a penal statute or ordinance committed by or with the knowledge or consent of the Assistant Superintendent. The District shall provide Legal Expenses for any action brought against the Assistant Superintendent seeking resulting damages from his functions as Assistant Superintendent and will reimburse him for any portion of such expense and judgment not covered by insurance. However, in no event will individual Board members be considered personally liable for indemnifying the Assistant Superintendent against such demands, claims, suits, actions and/or legal proceedings.

President, Board of Trustees,
Pacific Grove Unified School District

Date

Superintendent

Date

Assistant Superintendent

Date

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT CONTRACT**

This Employment Agreement (“Agreement”) is made on this 24th day of August 2017, by and between the Governing Board of Pacific Grove Unified School District (“District”) and **Richard Miller** (“Assistant Superintendent”).

1. **Term** – The District hereby employs **Richard Miller** as Assistant Superintendent for Business Services at Pacific Grove Unified School District, commencing on July 1, 2017 and continuing through June 30, 2019.
2. **Salary** – Board agrees to pay Assistant Superintendent an annual compensation of \$207,364.84 payable in twelve (12) equal monthly installments retroactive to July 1, 2017 through June 30, 2018. The July 1, 2017 salary shall increase to \$213,585.79 effective July 1, 2018 and shall remain the same through June 30, 2019 unless otherwise adjusted by the Board.

The Superintendent, after determining satisfactory evaluation of the Assistant Superintendent, may recommend to the Board of Education that the Assistant Superintendent receive an increase in compensation which may serve in lieu of the generally applied increase listed in the following paragraph. This determination can be made at any time at the direction of the Superintendent. A change in salary shall not constitute the creation of a new Agreement, nor extend the termination date of this agreement.

Unless the Board and Assistant Superintendent mutually agree to a different amount for an annual increase to the Assistant Superintendent’s compensation, the Assistant Superintendent’s compensation shall be increased each year by the same percentage increase and/or one-time payment, if any, received by the District’s classified employee bargaining unit.

3. **Fringe Benefits** –The Assistant Superintendent shall also be entitled to receive a Health Care Allowance of \$3,000 per year directed toward health coverage under the District’s MCSIG medical, dental and vision insurance. This Health Care Allowance shall continue as a post-retirement benefit through age 65 – consistent with other District employee retirement provisions. This fringe benefits package shall stay in force during the term of this Agreement.
4. **Work Days** – The Assistant Superintendent shall work 225 days of service each year (July 1st through June 30th). Under this contract, the work calendar shall be approved by the Superintendent each July. If any workdays are to be carried over to the following year, prior approval from the Superintendent must be obtained. No more than ten workdays may be accrued and carried forward.
5. **Sick Leave** – The Assistant Superintendent is entitled to one sick day per month of employment by the District. Sick leave may be accrued and applied to PERS Retirement.
6. **Cell Phone and Vehicle Expense** – The Assistant Superintendent is required to have a cell phone and to have a vehicle. The Assistant Superintendent agrees that base salary provided in Section 2 is sufficient to include these costs. Therefore, the Assistant Superintendent waives any and all claims for reimbursement for cell phone-related expenses, and for vehicle reimbursement for travel within Monterey County. Work related mileage accrued on a monthly basis outside of Monterey County may be claimed at the District’s approved rate.
7. **Expenses** – The Assistant Superintendent shall be reimbursed for all documented actual necessary job related expenses, which have been authorized by Board policy and have received prior approval

from the Superintendent. Included in this shall be the cost of membership in a professional organization for school business officials.

8. **Assistant Superintendent General Duties** – The Assistant Superintendent is directly responsible to the Superintendent as a technical expert whose primary duty is the financial operation of the District, and the development and implementation of the annual budget. In addition, the Assistant Superintendent:
- Oversees the accounting, payroll, budgeting, purchasing, attendance, internal control, maintenance, buildings, grounds and food services, transportation, disaster preparedness, facility usage, insurance programs and loss control.
 - Evaluates employees under his jurisdiction using timelines and procedures noted in collective bargaining contracts.
 - Advises the Superintendent in a timely manner about financial and budgetary issues and threats to the financial well-being of the District, including sources of funds that might be available to implement present and contemplated District programs.
 - Presentations of required reports to the Superintendent prior to public release. Examples:
 - First and second interim reports
 - Draft budget for new year
 - February - School Expenditure Summary
 - August - Property Tax Report
 - November/March - District budget review
 - Negotiation proposals
 - Others upon request
 - Presents options and solutions that will enact the goals of the District and directions of the Superintendent.
 - Maintains and improves professional competence by attending professional development meetings and conferences.
 - Establishes and maintains positive staff relationships and actively seeks solutions that will enable schools to offer a successful educational program.
 - Keeps the Superintendent informed in a timely manner of all administrative and related issues associated with the operation of the school District, and discusses these issues with the Superintendent prior to public or staff review.
 - Serves on all committees and completes all assigned duties as directed by the Superintendent.
 - Supervises and coordinates District Measure D and general construction efforts.
 - Changes in the duties may occur at the direction of the Superintendent.
9. **Evaluation** – The Assistant Superintendent’s evaluation will include both performance of duties and professional growth, and shall review the following areas:
- Administrative skills, business services, communication and interpersonal skills.
 - Supervision of all departments assigned (i.e. business, custodians, grounds, maintenance, transportation and food services).
 - Positive, affirmative support for the attainment of District’s yearly educational goals.
 - Completion of goals assigned by the Superintendent.
 - All duties noted in the Assistant Superintendent for Business Services job description.
 - The Assistant Superintendent, in cooperation with the Superintendent, may choose to develop an evaluation document.

In addition, any contract extension or salary increase shall be approved by the Board in open session at a regular meeting of the Board and reflected in the minutes of such meeting.

10. **Termination of Contract– Mutual Consent:** Upon the recommendation of the Superintendent, this Agreement may be terminated at any time by mutual consent of the Board of Education and the Assistant Superintendent. Any party seeking to terminate the agreement shall give 60-day written notice to the other party.
11. **Termination Without Cause** – If the District chooses to terminate this Agreement prior to its expiration, due to reasons other than job abandonment or conviction of criminal activities, then, in accordance with Government Code 53260, the District shall pay to the Assistant Superintendent an amount equal to the current monthly salary of the Assistant Superintendent at the time of termination multiplied by the number of months remaining on the unexpired contract up to a maximum of 12 months. In addition, the District shall continue to contribute to the employee’s medical insurance, at the same level as prior to termination, for the remaining time of the unexpired contract term up to nine months or until the employee finds other employment, whichever occurs first.
12. **Non-Renewal of Agreement** – The Board of Education, at the recommendation of the Superintendent, may elect not to renew this agreement at the end of its term, for any reason, by providing a 45-day written notice to the Assistant Superintendent, in accordance to the Education Code Section 35031.
13. **Termination for Cause** – The Assistant Superintendent’s status and all rights under this agreement may be terminated by the Board of Education at any time for, but not limited to, breach of contract, any grounds enumerated in the Education Code, or the Assistant Superintendent’s failure to perform responsibilities as set forth in this Agreement, or as defined by law. Within 30 days of receipt of a written statement identifying the grounds for termination, the Assistant Superintendent shall be entitled to a conference with the Superintendent and Board of Education. This conference will be the Assistant Superintendent’s exclusive right to any hearing.
14. **Abuse of Office Provisions** - In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent’s criminal defense. For purposes of this provision, “abuse of office or position” means either of the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.
15. **General Provisions**
 - a. **Governing Law and Venue** – This agreement and the rights, obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
 - b. **Entire Agreement** – This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation expressed or implied not contained in this agreement, including Board policies that may be deemed to infer an employment benefit.

- c. No Assignment – The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this agreement.
- d. Modification – This agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any party requesting a modification shall give 30 days written notice to the other party.
- e. Severability – If any provision of this agreement is ruled to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall continue in full force and effect.
- f. Professional Liability – The District agrees that it shall defend, hold harmless and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Assistant Superintendent in his official capacity as agent and employee of the District, provided the incident arose while the Assistant Superintendent was acting in the scope of his employment and excluding criminal litigation. The District shall provide public liability insurance for the Assistant Superintendent to cover legal expenses in the defense of claims and related judgments resulting from his functions as Assistant Superintendent. Coverage shall not apply for any loss, claim or suit arising out of the intentional violation of a penal statute or ordinance committed by or with the knowledge or consent of the Assistant Superintendent. The District shall provide Legal Expenses for any action brought against the Assistant Superintendent seeking resulting damages from his functions as Assistant Superintendent and will reimburse him for any portion of such expense and judgment not covered by insurance. However, in no event will individual Board members be considered personally liable for indemnifying the Assistant Superintendent against such demands, claims, suits, actions and/or legal proceedings.

 President, Board of Trustees,
 Pacific Grove Unified School District

 Date

 Superintendent

 Date

 Assistant Superintendent

 Date

SUBJECT: Update to Board Policy, Regulation and Exhibit 1330 – Use of School Facilities

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review and approve, as final reading, updates to Board Policy, Regulation and Exhibit 1330 – Use of School Facilities per legal counsel.

INFORMATION:

The following Board Policy, Regulation and Exhibit 1330, has been reviewed and revised by legal counsel.

Revisions or additions made include:

- 1) The Superintendent, or authorized designee, shall be able to determine the amount of any reductions to facility fees.
- 2) The Board will determine if any waivers for facility use fees are necessary.
- 3) New language was added relating to consumption of alcoholic beverages and tobacco products.
- 4) All categories of users must pay for the cost of repairing or replacing facilities damaged as a result of their use.
- 5) If it is determined that a District employee be present during the use of the facilities, all categories of users shall be required to pay for the current hourly rate determined by the District.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Community Relations

Policy #1330

USE OF SCHOOL FACILITIES UNDER THE CIVIC CENTER ACT

The Governing Board recognizes that District facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by parent and community groups for purposes provided for in California Ed. Code 38130, also known as the Civic Center Act when such use does not interfere with school activities.

All school-related activities (clubs, class events etc.) shall be given priority in the use of facilities under the Civic Center Act. The exception is when the school kitchens are in use during the school week from 9:30 a.m. to 1:30 p.m. for deliveries, food preparation, cooking, serving and clean-up by food service staff. Thereafter, the use of facilities shall be on a first-come, first-served basis.

The Board believes that school facilities provide an important link between the District and community. The Board authorizes the use of school facilities without charge or at a reduced charge by ~~to~~ nonprofit organizations, and clubs or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent-Teachers' Association, School-community advisory groups. The Superintendent or his/her designee may develop and enforce administrative regulations or guidelines setting forth criteria for determining the amount of facility fee reduction based upon but not limited to the following: the amount of square footage utilized, the cost to the District of reducing or waiving the facility use fee, the exclusivity of the use of the facility, the dates, times and length of the requested usage and/or conflict with District usage or usage by other non-profit or for-profit groups. The Board of Education reserves the right to reduce or waive facility use fees as deemed appropriate and/or necessary. Other groups requesting the use of school facilities under the Civic Center Act shall be charged a rate necessary to cover direct costs (see Exhibit #1330). Exceptions are those where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. Such groups shall be charged fair rental value (see Exhibit #1330) when using school facilities or grounds for entertainment or meetings.

The consumption and distribution of any alcoholic beverages and all tobacco products including all e-cigarettes and nicotine delivery devices are prohibited on District property and facilities. Tobacco products, e-cigarettes and any other nicotine delivery devices shall not be consumed or distributed for any school sponsored activity or event, both on or off school district property.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community Recreation Programs

38130-38139 Civic Center Act: use of school property for public purposes

79 Ops.Cal.Atty.Gen 248 (1996)

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

ACLU of So. Calif. v. Board of Education of San Diego, (1961) 55 Cal .2d 906

ACLU of So. Calif. v. Board of Education of Los Angeles, (1963) 59 Cal .2d 203

ACLU of So. Calif. v. Board of Education of San Diego, (1963) 59 Cal .2d 224

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Adopted July 1998

Revised ~~February 2002~~

~~June 2006~~

~~November 17, 2011~~

~~May 7, 2015~~

August 24, 2017

Pacific Grove Unified School DistrictCommunity RelationsPolicy #1330

Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S.Ct. 1772

Cole v. Richardson, (1972) 405 U.S. 676, 92 S.Ct. 1332

Lamb's Chapel v. Center Moriches Union Free School District (1993) 113 S.Ct. 2141

Management Resources:

CDE LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Pacific Grove Unified School District

Community Relations

Policy #1330

USE OF SCHOOL FACILITIES UNDER THE CIVIC CENTER ACT

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Pacific Grove Unified School District

Community Relations

Policy #1330

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Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES

Facility Use Under the Civic Center Act

Subject to Ed. Code 38130 and District policies and regulations, school facilities and grounds shall be available to citizens and community groups for use as a civic center for the following purposes:

1. Public, literary, scientific, recreational, educational or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. Other purposes deemed appropriate by the Governing Board

Restrictions

Helium-filled balloons are not permitted for any purpose within Pacific Grove Unified School District, including all school and non-school related events.

School facilities shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work

Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES

3. Any use which is discriminatory in the legal sense
4. Any use which involves the possession, consumption or sale of tobacco products including, but not limited to, electronic delivery systems with any substance, alcoholic beverages or any restricted substances on school property

Conditions of Use

Use of school facilities by non-school or non-~~district~~-District groups is normally limited to the hours of approximately 4:00 p.m. to 10:00 p.m., Monday through Fridays, during days when school is in regular session. School kitchens are available for use after 1:30 p.m. during the regular school week.

Tennis courts, athletic and play fields, except for the high school stadium field, may have casual, non-organized use by the public, without reservation, on a first come, first served basis when not being used for school purposes. All non-District organized athletic activities must have prior written authorization from the District through use of the Facility Use Request process.

For the purposes of this section an “organized athletic activity” is one that involves individuals or teams that are primarily present to participate in a sporting event that is being conducted in accordance with rules and regulations normally associated with such events.

Damage and Liability (EC 38134)

Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups other than those that promote youth and school activities shall be required to include the District as additional insured on their liability policies.

The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Application for Use of Facilities (EC 38133)

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.

Any persons applying for the use of school property on behalf of any society, group or organization shall present written authorization from the group to make the application.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Facilities Use Fees

1. Category 1: Except as otherwise described below, the Superintendent or authorized designee shall have the discretion to reduce the No charge is applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers' Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times, and duration of the requested usage.
2. Category 2: Direct costs shall be applied to groups using school facilities not covered in Category 1 (above), except as noted in Category 3 (below). See Exhibit 1330 for current fees.
3. Category 3: Fair rental value shall be applied to groups using school facilities where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District' students.
4. All groups-categories of users shall be responsible for paying for the cost of repairing or replacing facilities damaged by their use of the facility.
5. A damage deposit of \$1,000 is required for use of the Middle School Auditorium (aka, Performing Arts Center) unless waived by the Superintendent or designee.²² All categories of users are required to pay this damage deposit.
6. If the District determines at its discretion that a ~~district~~ District food service employee needs to be present when ~~a school kitchens is~~ school facilities are being used (such as a food service

Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES

employee or audiovisual technician), ~~the use~~ all categories of users will need to shall be required to pay that employee at the current hourly rate determined by the ~~district~~ District.

6.7. In all cases, the Board of Education reserves the right to reduce or waive the facility use fees as deemed appropriate and/or necessary.

Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES**Facility Use Under the Civic Center Act**

Subject to Ed. Code 38130 and District policies and regulations, school facilities and grounds shall be available to citizens and community groups for use as a civic center for the following purposes:

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5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
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Helium-filled balloons are not permitted for any purpose within Pacific Grove Unified School District, including all school and non-school related events.

School facilities shall not be used for any of the following activities:

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2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work
3. Any use which is discriminatory in the legal sense

Pacific Grove Unified School District

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USE OF SCHOOL FACILITIES

4. Any use which involves the possession, consumption or sale of tobacco products including, but not limited to, electronic delivery systems with any substance, alcoholic beverages or any restricted substances on school property

Conditions of Use

Use of school facilities by non-school or non-District groups is normally limited to the hours of approximately 4:00 p.m. to 10:00 p.m., Monday through Fridays, during days when school is in regular session. School kitchens are available for use after 1:30 p.m. during the regular school week.

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For the purposes of this section an “organized athletic activity” is one that involves individuals or teams that are primarily present to participate in a sporting event that is being conducted in accordance with rules and regulations normally associated with such events.

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Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups other than those that promote youth and school activities shall be required to include the District as additional insured on their liability policies.

The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

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The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.

Pacific Grove Unified School District

Community Relations

Regulation #1330

USE OF SCHOOL FACILITIES

2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.

Any persons applying for the use of school property on behalf of any society, group or organization shall present written authorization from the group to make the application.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Facilities Use Fees

1. Category 1: Except as otherwise described below, the Superintendent or authorized designee shall have the discretion to reduce the charge applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers' Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times, and duration of the requested usage.
2. Category 2: Direct costs shall be applied to groups using school facilities not covered in Category 1 (above), except as noted in Category 3 (below). See Exhibit 1330 for current fees.
3. Category 3: Fair rental value shall be applied to groups using school facilities where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District' students.
4. All categories of users shall be responsible for paying for the cost of repairing or replacing facilities damaged by their use of the facility.
5. A damage deposit of \$1,000 is required for use of the Middle School Auditorium (aka, Performing Arts Center) unless waived by the Superintendent or designee. All categories of users are required to pay this damage deposit.
6. If the District determines at its discretion that a District employee needs to be present when school facilities are being used (such as a food service employee or audiovisual technician), all categories of users shall be required to pay that employee at the current hourly rate determined by the District.

Pacific Grove Unified School District

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USE OF SCHOOL FACILITIES

7. In all cases, the Board of Education reserves the right to reduce or waive the facility use fees as deemed appropriate and/or necessary.

Pacific Grove Unified School District

Community Relations

Exhibit #1330

PUBLIC USE OF SCHOOL FACILITIES

The following facilities are available for public use when not being used for school purposes. (Fees are in effect as of February 16, 2012.)

[See below for additional conditions for facilities use \(1\) – \(3\)](#)

	<u>Category 1</u>	<u>Category 2 (Hourly Direct Facility Cost)</u>	<u>Category 3 (Hourly Fair Rental Value)</u>
Audio Visual Equipment	\$10*	\$10	\$15
Auditorium, Middle School	\$75* (2) (3)	\$75 (2) (3)	\$100 (2) (3)
Auditorium, Robert Down Elementary	\$30*	\$30	\$35
Classrooms, All Schools	\$20*	\$20	\$25
Computer Labs	\$40* (3)	\$40 (3)	\$45 (3)
Football Stadium (see next page)			
Gymnasium, High School	\$75* (1)	\$75 (1)	\$100 (1)
Gymnasium, Middle School	\$45* (1)	\$45 (1)	\$50 (1)
Kitchen Facilities (See also Tier Schedule next page)	\$50* (3)	\$50 (3)	\$75 (3)
Libraries	\$45*	\$45	\$50
Multipurpose Room – Elementary Schools	\$50*	\$50	\$75
Multipurpose Room/Student Union, High School	\$50*	\$50	\$75
Parking lots	\$20*	\$20	\$30
Playing fields (Maximum use by nonstudent groups: six	\$25*	\$25	\$35

Pacific Grove Unified School District

Community Relations

Exhibit #1330

PUBLIC USE OF SCHOOL FACILITIES

<u>hours)</u>			
<u>Shower Rooms, MS and HS</u>	<u>\$40*</u>	<u>\$40</u>	<u>\$45</u>
<u>Swimming Pool</u>	<u>\$50*</u>	<u>\$50</u>	<u>\$75</u>
<u>Teacher Lounges</u>	<u>\$15*</u>	<u>\$15</u>	<u>\$20</u>
<u>Tennis Courts, High School</u>	<u>\$25*</u>	<u>\$25</u>	<u>\$50</u>
<u>Processing Fee (Per Request)</u>	<u>\$2*</u>	<u>\$2</u>	<u>\$5</u>
<u>Additional Custodial Cleanup</u>	<u>\$50*</u>	<u>\$50</u>	<u>\$50</u>

<u>Facility</u>	<u>Hourly Direct Cost</u>	<u>Hourly Fair Rental Value</u>
Audio Visual Equipment	\$ 10	\$ 15
Auditorium, Middle School ^{2/3}	\$ 75	\$100
Auditorium, Robert Down Elementary	\$ 30	\$ 35
Classrooms, All Schools	\$ 20	\$ 25
Computer Labs ³	\$ 40	\$ 45
Football Stadium	(see next page)	
Gymnasium, High School ¹	\$ 75	\$100
Gymnasium, Middle School ¹	\$ 45	\$ 50
Kitchen Facilities ³ (See also Tier Schedule next page)	\$ 50	\$ 75
Libraries	\$ 45	\$ 50
Multipurpose Room elementary schools ¹	\$ 50	\$ 75
Multipurpose Room/Student Union, High School ¹	\$ 50	\$ 75
Parking lots	\$ 20	\$ 30
Playing fields (Maximum use by nonstudent groups: six hours)	\$ 25	\$ 35
Shower Rooms, MS and HS ¹	\$ 40	\$ 45
Swimming Pool	\$ 50	\$ 75
Teacher Lounges	\$ 15	\$ 20
Tennis Courts, High School	\$ 25	\$ 50

Pacific Grove Unified School District

Community Relations

Exhibit #1330

PUBLIC USE OF SCHOOL FACILITIES

Processing Fee Per Request: _____ \$ 2 _____ \$ 5

Additional Custodial Cleanup _____ \$ 50 _____ \$ 50

Additional conditions for facilities use:

- ¹ Overnight use charged as 8 hours
- ² A damage deposit of \$1,000 is required for use of the Middle School Auditorium (Performing Arts Center) unless waived by the Superintendent or designee. All categories of users are required to pay this damage deposit.
- ³ Paid District employee required to be present – at user expense. This applies to using the 1) Middle School Auditorium sound or lighting system and 2) all site cafeterias with kitchen equipment and food preparation.

* The Superintendent or designee shall have the discretion to reduce the charge applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers' Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times and duration of the requested usage.

FOOTBALL STADIUM USE FEES AND HOURLY RATES

See below for additional conditions for football stadium use (a) - (e)

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>
<u>Stadium – no lights, includes restrooms</u>	<u>\$50*</u> <u>(a)</u>	<u>\$50</u> <u>(a), (b)</u>	<u>\$75</u> <u>(a), (b)</u>
<u>Stadium – with lights and restrooms</u>	<u>\$75*</u> <u>(a), (e)</u>	<u>\$75</u> <u>(a), (b), (e)</u>	<u>\$100</u> <u>(a), (b), (e)</u>
<u>Press Box</u>	<u>\$10*</u> <u>(a)</u>	<u>\$10</u> <u>(a), (c)</u>	<u>\$15</u> <u>(a), (c)</u>
<u>Concession Building</u>	<u>\$50*</u> <u>(a), (d)</u>	<u>\$50</u> <u>(a), (b), (c), (d)</u>	<u>\$75</u> <u>(a), (b), (c), (d)</u>

Pacific Grove Unified School District

Community Relations

Exhibit #1330

PUBLIC USE OF SCHOOL FACILITIES

<u>Field House</u>	<u>\$30*</u> <u>(a)</u>	<u>\$30</u> <u>(a), (c)</u>	<u>\$40</u> <u>(a), (c)</u>
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Additional conditions for football stadium use:

(a) User to pay for extra district custodial and/or maintenance staff time – if needed as determined by District – at current hourly rate.

(b) User to pay a damage deposit of \$1,000 – which may be waived in part or full by Superintendent or designee.

(c) User to pay a damage deposit of \$500 – which may be waived in part or full by Superintendent or designee.

(d) User to pay for district food service worker (at current hourly rate) if needed as determined by District.

(e) User to end play at 8:30 p.m. in order for lights to be turned off by 9:00 p.m.

* The Superintendent or designee shall have the discretion to reduce the charge applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers’ Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times and duration of the requested usage.

Note: If any activity results in the damage or destruction of school property, the group will be charged an amount necessary for the repair of the damage and further use of facilities may be denied. (EC 38134)

~~FOOTBALL STADIUM USE FEES AND HOURLY RATES~~

See below for “Definitions” and “Conditions”

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
<u>Stadium—no lights, includes restrooms</u>	<u>(a)</u>	<u>\$50 (a, b)</u>	<u>\$75 (a, b)</u>

Pacific Grove Unified School District

PUBLIC USE OF SCHOOL FACILITIES

Stadium—with lights and restrooms	(a, e)	\$75 (a, b, e)	\$100 (a, b, e)
Press Box	(a)	\$10 (a, e)	\$15 (a, e)
Concession Building	(a, d)	\$50 (a, b, c, d)	\$75 (a, b, c, d)
Field House	(a)	\$30 (a, e)	\$40 (a, e)

Definitions of Groups for football stadium use:

~~Group 1—Organizations, clubs or association organized to promote youth and school activities.~~

~~Group 2—Users not considered in Group 1 and either no admission is being charged or contribution solicited or if a charge or contribution is required it is being expended for charitable purposes or for the welfare of District students.~~

~~Group 3—Users not in Group 1 who are charging an admission fee or soliciting contributions and are not expending net receipts or charitable purposes or the welfare of District students.~~

Additional conditions for football stadium use:

~~a) User to pay for extra district custodial and/or maintenance staff time if needed as determined by District at current hourly rate.~~

~~b) User to pay a damage deposit of \$1,000 which may be waived in part or full by Superintendent or designee.~~

~~c) User to pay a damage deposit of \$500 which may be waived in part or full by Superintendent or designee.~~

~~d) User to pay for district food service worker (at current hourly rate) if needed as determined by District.~~

~~e) User to end play at 8:30 p.m. in order for lights to be turned off by 9:00 p.m.~~

~~Note: If any activity results in the damage or destruction of school property, the group will be charged an amount necessary for the repair of the damage and further use of facilities may be denied. (EC38134)~~

PUBLIC USE OF SCHOOL FACILITIES

USE OF SCHOOL KITCHENS

Tier I: Cafeterias **without** the use of the kitchen:

- No food service employee required.
- Facilities use holders may use the sinks, and the counters for simple activities, such as preparing coffee, cutting cake, serving prepared food items and washing dishes.
- The site principal or designee would be responsible for opening and closing the facility assess the condition of the facility and notify the Nutrition Director if damages are noted.
- A one time deposit will be made by the approved organization, and this would be used in the event of damage.
- Should damage occur, permission to use the facilities by that organization will be reassessed, and a new deposit required, if necessary.

Tier II: Cafeterias **with** the use of kitchen equipment and food preparation:

- Food service employee required or proof that someone with a current food safety certificate will be present is required.
- If the facilities use permit holder plans on using the gas stove, ovens, warmer ovens, heating and serving units, and/or food is going to be prepared, cooked and served, then a district food service employee, or a ServSafe certified person, needs to be at the site for the duration of the event.

PUBLIC USE OF SCHOOL FACILITIES

The following facilities are available for public use when not being used for school purposes. (Fees are in effect as of February 16, 2012.)

See below for additional conditions for facilities use (1) – (3)

	Category 1	Category 2 (Hourly Direct Facility Cost)	Category 3 (Hourly Fair Rental Value)
Audio Visual Equipment	\$10*	\$10	\$15
Auditorium, Middle School	\$75* (2) (3)	\$75 (2) (3)	\$100 (2) (3)
Auditorium, Robert Down Elementary	\$30*	\$30	\$35
Classrooms, All Schools	\$20*	\$20	\$25
Computer Labs	\$40* (3)	\$40 (3)	\$45 (3)
Football Stadium (see next page)			
Gymnasium, High School	\$75* (1)	\$75 (1)	\$100 (1)
Gymnasium, Middle School	\$45* (1)	\$45 (1)	\$50 (1)
Kitchen Facilities (See also Tier Schedule next page)	\$50* (3)	\$50 (3)	\$75 (3)
Libraries	\$45*	\$45	\$50
Multipurpose Room – Elementary Schools	\$50*	\$50	\$75
Multipurpose Room/Student Union, High School	\$50*	\$50	\$75
Parking lots	\$20*	\$20	\$30
Playing fields (Maximum use by nonstudent groups: six hours)	\$25*	\$25	\$35
Shower Rooms, MS and HS	\$40*	\$40	\$45

PUBLIC USE OF SCHOOL FACILITIES

Swimming Pool	\$50*	\$50	\$75
Teacher Lounges	\$15*	\$15	\$20
Tennis Courts, High School	\$25*	\$25	\$50
Processing Fee (Per Request)	\$2*	\$2	\$5
Additional Custodial Cleanup	\$50*	\$50	\$50

Additional conditions for facilities use:

- ¹ Overnight use charged as 8 hours
- ² A damage deposit of \$1,000 is required for use of the Middle School Auditorium (Performing Arts Center) unless waived by the Superintendent or designee. All categories of users are required to pay this damage deposit.
- ³ Paid District employee required to be present – at user expense. This applies to using the 1) Middle School Auditorium sound or lighting system and 2) all site cafeterias with kitchen equipment and food preparation.

* The Superintendent or designee shall have the discretion to reduce the charge applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers' Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times and duration of the requested usage.

FOOTBALL STADIUM USE FEES AND HOURLY RATES

See below for additional conditions for football stadium use (a) - (e)

	Category 1	Category 2	Category 3
Stadium – no lights, includes restrooms	\$50* (a)	\$50 (a), (b)	\$75 (a), (b)
Stadium – with lights and restrooms	\$75* (a), (e)	\$75 (a), (b), (e)	\$100 (a), (b), (e)
Press Box	\$10* (a)	\$10 (a), (c)	\$15 (a), (c)

PUBLIC USE OF SCHOOL FACILITIES

Concession Building	\$50* (a), (d)	\$50 (a), (b), (c), (d)	\$75 (a), (b), (c), (d)
Field House	\$30* (a)	\$30 (a), (c)	\$40 (a), (c)

Additional conditions for football stadium use:

- (a) User to pay for extra district custodial and/or maintenance staff time – if needed as determined by District – at current hourly rate.
- (b) User to pay a damage deposit of \$1,000 – which may be waived in part or full by Superintendent or designee.
- (c) User to pay a damage deposit of \$500 – which may be waived in part or full by Superintendent or designee.
- (d) User to pay for district food service worker (at current hourly rate) if needed as determined by District.
- (e) User to end play at 8:30 p.m. in order for lights to be turned off by 9:00 p.m.

* The Superintendent or designee shall have the discretion to reduce the charge applied to non-profit organizations, clubs, or associations organized to promote youth and school activities. These groups include, but are not limited to scouting organizations, Parent Teachers’ Associations and school-community advisory groups. In making the decision to reduce the facility fee, the Superintendent or his/her designee shall consider the amount of square footage requested, the cost to the District of reducing the facility use fee, the exclusivity of the use of the facility, the dates, times and duration of the requested usage.

Note: If any activity results in the damage or destruction of school property, the group will be charged an amount necessary for the repair of the damage and further use of facilities may be denied. (EC 38134)

USE OF SCHOOL KITCHENS

Tier I: Cafeterias **without** the use of the kitchen:

- o No food service employee required.
- o Facilities use holders may use the sinks, and the counters for simple activities, such as preparing coffee, cutting cake, serving prepared food items and washing dishes.
- o The site principal or designee would be responsible for opening and closing the facility assess the condition of the facility and notify the Nutrition Director if damages are noted.

PUBLIC USE OF SCHOOL FACILITIES

- A one time deposit will be made by the approved organization, and this would be used in the event of damage.
- Should damage occur, permission to use the facilities by that organization will be reassessed, and a new deposit required, if necessary.

Tier II: Cafeterias **with** the use of kitchen equipment and food preparation:

- Food service employee required or proof that someone with a current food safety certificate will be present is required.
- If the facilities use permit holder plans on using the gas stove, ovens, warmer ovens, heating and serving units, and/or food is going to be prepared, cooked and served, then a district food service employee, or a ServSafe certified person, needs to be at the site for the duration of the event.

Pacific Grove Unified School District

Facilities Use Fees

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

Pacific Grove USD:

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

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

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

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

* Overnight use is charged at 8 hours

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

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

SUBJECT: Board Policy Updates to 5125.1 Release of Directory Information

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve updates to Board Policy 5125.1 Release of Directory Information, as recommended by legal counsel, for implementation in the 2018-19 school year.

INFORMATION:

The following Board Policy has been revised by legal counsel, Board Policy 5125.1

The primary revisions made are clarifying that the District may release directory information to state and local law enforcement agencies (including the Pacific Grove Police Department) unless a parent/guardian specifically opts-out.

Additional revisions to ensure that the District's Policy, Regulation, Annual Notice, and the Opt-Out forms are all consistent with one another.

Board Regulation 5125.1 is included in the Board packet for reference only, no changes were made to the Regulation.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Students
Policy #5125.1

RELEASE OF DIRECTORY INFORMATION

Mandated Policy

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law and Board policy.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation. The Superintendent or designee may also release student directory information to state and local law enforcement agencies and institutions of higher education.

The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based on his/her determination of the best interest of the student. (Education Code [49073](#))

Employers and prospective employers, including military services representatives, shall have access to directory information. (P.L. 107-110, Section [9528](#); 10 USC 503)

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code [49073](#))

Legal Reference:

EDUCATION CODE

[49061](#) Definitions[49063](#) Notification of parents of their rights[49073](#) Release of directory information[49073.5](#) Directory information; military representatives; telephone numbers[49603](#) Public high schools; military recruiting

UNITED STATES CODE, TITLE 20

[1232g](#) Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

CODE OF FEDERAL REGULATIONS, TITLE 34

[99.1-99.67](#) Family Educational Rights and Privacy

PUBLIC LAW 107-110

[9528](#) Armed forces recruiter access to students and student recruiting information

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Adopted: 11/3/94

Revised: [August 24, 2017](#)

November 2002

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CSBA: 7/02

Pacific Grove Unified School District

Students
Policy #5125.1

RELEASE OF DIRECTORY INFORMATION

Mandated Policy

Management Resources:

WEB SITES

United States Department of Education: <http://www.ed.gov>

Pacific Grove Unified School District

Students

Policy #5125.1

RELEASE OF DIRECTORY INFORMATION

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Legal Reference:

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Management Resources:

Page 1 of 1.

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FINAL
Pacific Grove Unified School District

Action/Discussion Item F

Students

Policy #5125.1

RELEASE OF DIRECTORY INFORMATION

Mandated Policy

WEB SITES

United States Department of Education: <http://www.ed.gov>

Pacific Grove Unified School District

Students

Regulation #5125.1

RELEASE OF DIRECTORY INFORMATION**Definition**

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR [99.3](#); Education Code [49061](#))

1. Name
2. Address
3. Telephone number
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous school attended

Notification to Parents/ Guardians

At the beginning of each school year, all parents/ guardians shall be notified as to the categories of directory information the school or District plans to release and the recipients of the information. The notification shall also inform parents/ guardians of their right to refuse to let the District designate any or all types of information as directory information and the period of time within which a parent/ guardian must notify the District in writing that he/ she does not want a certain category of information designated as directory information. (Education Code [49063](#), [49073](#); 34 CFR [99.37](#))

The Superintendent or designee shall notify parents/ guardians that they may request that the District not release the name, address and telephone number of their child to military recruiters, employers or institutions of higher education without prior written consent. (P.L. 107-110, Section [9528](#))

Parent/ Guardian Consent

Directory information shall not be released regarding any student whose parent/ guardian notifies the District in writing that such information may not be disclosed without the parent/ guardian's prior consent. (Education Code [49073](#); 20 USC [1232g](#))

Pacific Grove Unified School District

Students

Regulation #5125.1

RELEASE OF DIRECTORY INFORMATION

Military recruiters, employers or colleges shall not have access to a student's name, address and telephone number if the parent/guardian has notified the District in writing that such information shall not be released without his/her prior written consent. (P.L. 107-110, Section [9528](#))

SUBJECT: Board Regulation and Exhibit Updates 6153 Field Trips

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the revisions to Board Regulation and Exhibit 6153 Field Trips, as recommended by legal counsel.

INFORMATION:

Field Trip updates to Board Regulation 6153 include the addition of Overnight Trip expenses which may be reimbursed. Field Trip updates to Exhibit 6153 include the release of District liabilities as noted with District Sponsored Trips on the Parent Permission form. Updates as recommended by legal counsel.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

Principals shall ensure that teachers develop plans, which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The normal ratio of adults to students on school-sponsored trips shall be one to ten. If the trip involves overnight trips, water activities, or other exceptional circumstances, which affect student safety, this ratio shall be revised to ensure closer supervision of elementary and middle grade students, appropriate to their ages. For students in high school the ratio may be less than one to ten. With safety of students in mind, the Principal may recommend to the Superintendent that a ratio of less than ten is needed to assure student safety. The Superintendent's decision is final.

Overnight Trips

Overnight trips present additional safety concerns, which may be satisfied by student liability and medical insurance as well as additional chaperones. Expenses of instructors, chaperones, and other personnel participating in an overnight trip may be paid from District funds. (Education Code 35330)

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

~~*(Chaperones could be paid to assure obtaining those necessary to assure student safety.)*~~

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Study Trips

In advance of a study trip, teachers shall determine educational objectives, which relate directly to the curriculum. Principals shall ensure that teachers develop plans, which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

- trip and its relation to the course of study shall be stated in the request.
2. Field Trips will only be approved if they occur during the Calendared School year, this includes school breaks. Note: Summer School trips are exceptions to these dates.
 3. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
 4. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
 5. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming Activities
 - a. Parents/ guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

- d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
- e. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim.
- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

Principals shall ensure that teachers develop plans, which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The normal ratio of adults to students on school-sponsored trips shall be one to ten. If the trip involves overnight trips, water activities, or other exceptional circumstances, which affect student safety, this ratio shall be revised to ensure closer supervision of elementary and middle grade students, appropriate to their ages. For students in high school the ratio may be less than one to ten. With safety of students in mind, the Principal may recommend to the Superintendent that a ratio of less than ten is needed to assure student safety. The Superintendent's decision is final.

Overnight Trips

Overnight trips present additional safety concerns, which may be satisfied by student liability and medical insurance as well as additional chaperones. Expenses of instructors, chaperones, and other personnel participating in an overnight trip may be paid from District funds. (Education Code 35330)

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Study Trips

In advance of a study trip, teachers shall determine educational objectives, which relate directly to the curriculum. Principals shall ensure that teachers develop plans, which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS**Supervision**

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

2. Field Trips will only be approved if they occur during the Calendared School year, this includes school breaks. Note: Summer School trips are exceptions to these dates.
3. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
4. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
5. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming Activities
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.

Pacific Grove Unified School District

Instruction

Regulation #6153

SCHOOL-SPONSORED TRIPS

- e. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim.
- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Pacific Grove Unified School District

Instruction

Exhibit #6153

SCHOOL-SPONSORED TRIPS

PARENT PERMISSION FOR STUDENT PARTICIPATION IN OFF-CAMPUS SCHOOL-SPONSORED ~~EVENTS~~TRIPS

_____ has my permission to attend
(activity/ event) which
(Name of Student)

will take place

at:_____

Date of event:

Class or group attending:

Teacher or leader:

Method of transportation:

If traveling by automobile, name of driver:

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

Pacific Grove Unified School District

Instruction

Exhibit #6153

SCHOOL-SPONSORED TRIPS

2. I hereby acknowledge that I have been advised that the activities involved in this ~~excursion/field trip or event~~off-campus school-sponsored trip are not considered by the District to be of "high risk" to the participants.

Date:

Parent or Guardian Signature:

WAIVER OF CLAIM

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the Pacific Grove Unified School District, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this ~~excursion/field trip or event~~off-campus school-sponsored trip.

NOTE: All persons making a field trip or excursion as defined by California Education Code section 35330 shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Date:

Parent or Guardian Signature:

Pacific Grove Unified School District

Instruction

Exhibit #6153

SCHOOL-SPONSORED TRIPS

PARENT PERMISSION FOR STUDENT PARTICIPATION IN OFF-CAMPUS SCHOOL-SPONSORED TRIPS

_____ has my permission to attend
(activity/ event) which
(Name of Student)

will take place

at:_____

Date of event:

Class or group attending:

Teacher or leader:

Method of transportation:

If traveling by automobile, name of driver:

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

2. I hereby acknowledge that I have been advised that the activities involved in this off-campus school-sponsored trip are not considered by the District to be of "high risk" to the participants.

Pacific Grove Unified School District

Instruction

Exhibit #6153

SCHOOL-SPONSORED TRIPS

Date:

Parent or Guardian Signature:

WAIVER OF CLAIM

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the Pacific Grove Unified School District, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this off-campus school-sponsored trip.

NOTE: All persons making a field trip or excursion as defined by California Education Code section 35330 shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Date:

Parent or Guardian Signature:

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2017-18 School Year

Aug. 24	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2017-2018 Consolidated Application ✓ Set date for Annual Organizational meeting ✓ Facilities Project Updates	District Office
Sept. 7	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 21	Regular Board Meeting ✓ Board Goals – review/revise ✓ Williams Uniform Complaint Report ✓ Facilities Project Updates	Robert Down
Sept. 28	Special Board Meeting ✓ Board Goals – review/revise ✓ Local Control Accountability Plan Review ✓ Strategic Plan - review/revise	District Office
Oct. 5	Regular Board Meeting ✓ Superintendent’s Goals- Part 1 ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership ✓ District Safety Update	Middle School (School Site Visit)
Oct. 26	Regular Board Meeting ✓ Superintendent’s Goals- Part 2 ✓ Facilities Project Updates	Adult School (School Site Visit)
Nov. 9	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ District Math Update ✓ Review of Special Education Contracts ✓ Facilities Project Updates ✓ PGHS Course Bulletin Information/Discussion	High School (School Site Visit)
Dec. 7	Organizational Meeting ✓ Election of 2017-2018 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Facilities Project Updates ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report	District Office

SUBJECT: Review of Prior Year Property Tax Revenue

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the attached information regarding receipts of Property Tax Revenue for the 2016-17 fiscal year.

BACKGROUND:

Property tax revenues are received throughout the year, with the largest portions being posted in the months of December (about 56%) and April (about 41%). The remaining 3% of property taxes are received in various amounts throughout the year.

From 1991-92 through 2008-09, the District experienced consistent growth in property tax revenues, which increased by an average of 5.85% per year. However, in 2008-09 the trend for Property Tax Revenues turned downward, and this resulted in decreases in revenues of -\$42,105 (-0.22%) in 2009-10, and -\$236,236 (-1.24%) in 2010-11.

In 2011-12, property tax revenue once again started increasing, and has shown an average increase of 3.77% per year since then.

INFORMATION:

Two main points regarding Property Taxes:

- 1) Did Property Taxes increase compared to the prior year?
The good news is that property tax revenues were \$22,542,062, which is an **increase of \$1,310,658** (up 5.90%) when compared to the prior year. This is the sixth year in a row that property taxes have shown an increase.
- 2) Did Property Taxes meet budgeted expectations?
Actual property tax receipts were **\$199,088 higher** than the original budgeted amount of \$23,342,974. The original budget included a 5.00% increase, and the actual increase was 5.90%

Please see the attached spreadsheet which shows a history of Property Tax receipts, as well as year-end projections for the current year (2017-18). We are budgeting for a 5.00% increase in property taxes in 2017-18.

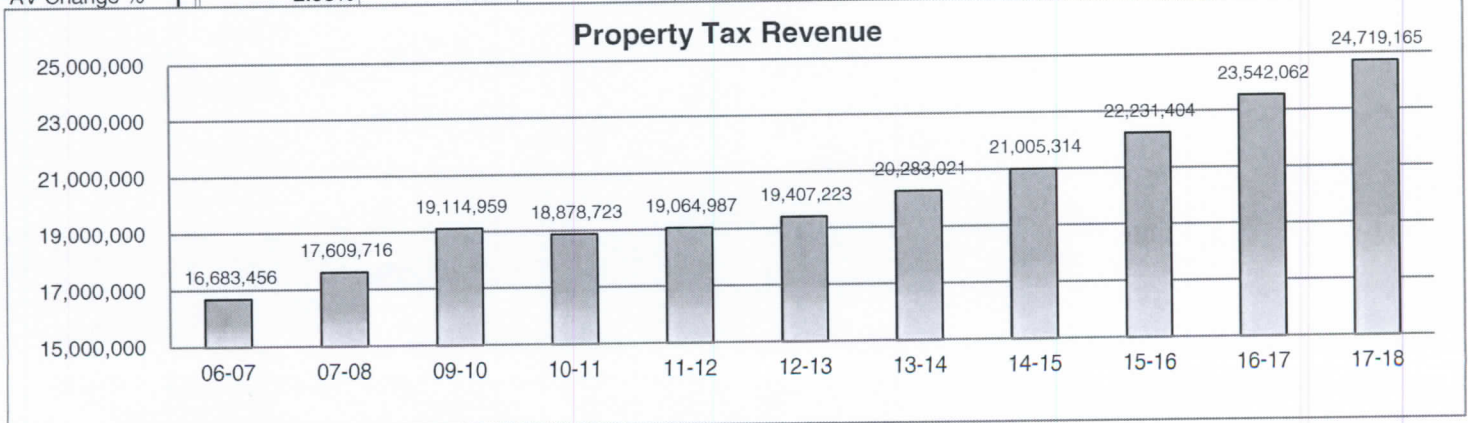
FISCAL IMPACT:

There is no fiscal impact. This report is for review purposes only.

Property Tax Revenue

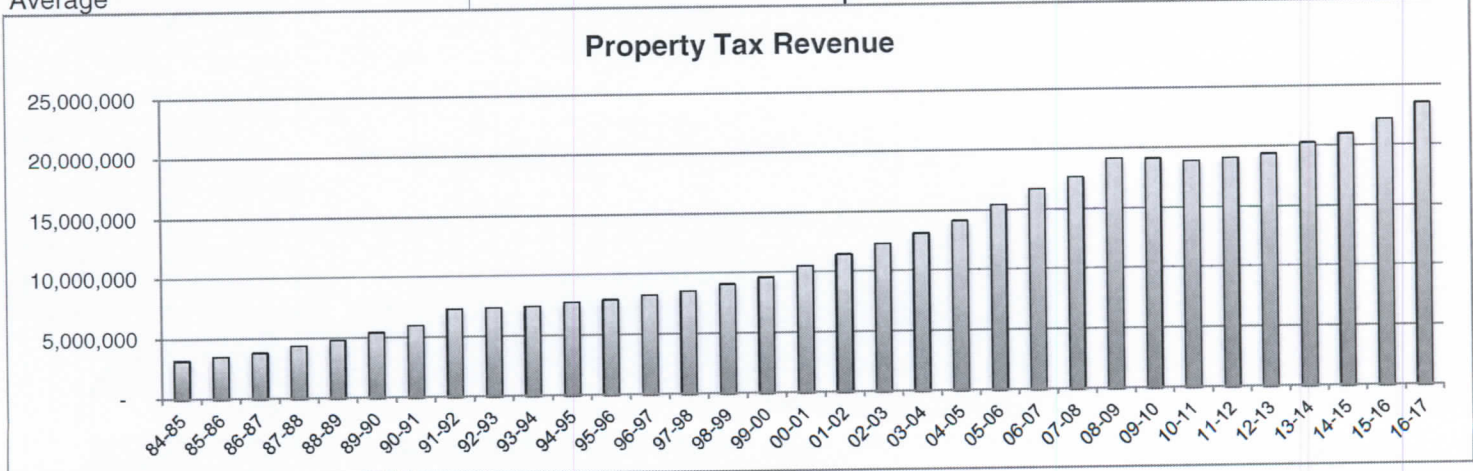
5.00%

	2010-11 actual	2011-12 actual	2012-13 actual	2013-14 actual	2014-15 actual	2015-16 actual	2016-17 actual/est	2017-18 estimate
July		122,225	-	-	-	-	-	-
Year-to-Date	-	122,225	-	-	-	-	-	-
August	159,786		-	-	-	-	-	-
Year-to-Date	159,786	122,225	-	-	-	-	-	-
September	237,217	186,941	31,323	73,572	68,361	75,436	49,319	51,785
Year-to-Date	397,003	309,167	31,323	73,572	68,361	75,436	49,319	51,785
October			94,193	-	-	768,510	792,168	831,776
Year-to-Date	397,003	309,167	125,516	73,572	68,361	843,946	841,486	883,561
November	144,363	87,757	779,423	759,221	48,234	49,334	42,682	44,816
Year-to-Date	541,366	396,924	904,939	832,793	116,595	893,280	884,168	928,377
December	10,162,470	10,298,015	10,054,597	10,552,240	11,957,966	11,634,319	12,688,993	13,323,443
Year-to-Date	10,703,836	10,694,939	10,959,537	11,385,033	12,074,561	12,527,599	13,573,161	14,251,819
percent change	1.22%	-0.08%	2.47%	3.88%	6.06%	3.75%	8.35%	5.00%
January	311,742	235,324	162,549	350,363	209,642	527,542	307,376	322,745
Year-to-Date	11,015,578	10,930,263	11,122,086	11,735,396	12,284,203	13,055,141	13,880,538	14,574,565
percent change	4.17%	-0.77%	1.75%	5.51%	4.68%	6.28%	6.32%	5.00%
February	394,126	445,020	492,852	512,416	532,513	555,779	601,451	631,523
Year-to-Date	11,409,704	11,375,283	11,614,938	12,247,812	12,816,716	13,610,920	14,481,989	15,206,088
percent change	1.60%	-0.30%	2.11%	5.45%	4.64%	6.20%	6.40%	5.00%
March	320,773	404,979	375,214	409,741	414,021	519,125	502,464	527,587
Year-to-Date	11,730,477	11,780,263	11,990,152	12,657,553	13,230,737	14,130,045	14,984,452	15,733,675
percent change	2.07%	0.42%	1.78%	5.57%	4.53%	6.80%	6.05%	5.00%
April	6,683,790	6,686,251	6,941,147	7,152,350	7,278,329	7,632,400	8,041,076	8,443,130
Year-to-Date	18,414,267	18,466,514	18,931,299	19,809,903	20,509,066	21,762,445	23,025,529	24,176,805
percent change	-1.04%	0.28%	2.52%	4.64%	3.53%	6.11%	5.80%	5.00%
May	255,549	203,386	219,514	253,210	77,114	58,025	83,677	87,861
Year-to-Date	18,669,816	18,669,900	19,150,812	20,063,112	20,586,180	21,820,470	23,109,205	24,264,666
percent change	-1.37%	0.00%	2.58%	4.76%	2.61%	6.00%	5.91%	5.00%
June	208,907	395,087	256,411	219,909	419,134	410,934	432,856	454,499
Year-to-Date	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,231,404	23,542,062	24,719,165
percent change	-1.24%	0.99%	1.80%	4.51%	3.56%	5.84%	5.90%	5.00%
Total	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,231,404	23,542,062	24,719,165
Inc (Dec)	(236,236)	186,264	342,236	875,798	722,293	1,226,089	1,310,658	1,177,103
percent change	-1.24%	0.99%	1.80%	4.51%	3.56%	5.84%	5.90%	5.00%
Assessed Val	3,969,517,234	4,023,644,675	4,113,459,805	4,269,800,918	4,428,931,578	4,687,490,298	4,988,039,914	5,237,940,714
AV Change %	-2.53%	1.36%	2.23%	3.80%	3.73%	5.83%	6.40%	5.00%



Property Tax History

Year	December			April			Final			Dec/Jun	Apr/Jun
	Tax	Inc (Dec)	%	Tax	Inc (Dec)	%	Tax	Inc (Dec)	%		
84-85							3,210,800				
85-86							3,523,000	312,200	9.7%		
86-87							3,860,500	337,500	9.6%		
87-88							4,406,000	545,500	14.1%		
88-89							4,869,400	463,400	10.5%		
89-90							5,457,000	587,600	12.1%		
90-91							6,034,000	577,000	10.6%		
91-92	Basic Aid						7,331,761	1,297,761	21.5%		
92-93							7,399,872	68,111	0.9%		
93-94							7,482,522	82,650	1.1%		
94-95							7,737,330	254,808	3.4%		
95-96							7,923,391	186,061	2.4%		
96-97							8,239,086	315,695	4.0%		
97-98							8,565,798	326,712	4.0%		
98-99							9,101,506	535,708	6.3%		
99-00							9,610,100	508,594	5.6%		
00-01							10,502,617	892,517	9.3%		
01-02							11,485,691	983,074	9.4%		
02-03							12,335,985	850,294	7.4%		
03-04							13,164,922	828,937	6.7%		
04-05							14,182,257	1,017,335	7.7%		
05-06							15,476,998	1,294,741	9.1%		
06-07	9,371,209			16,397,261			16,683,456	1,206,458	7.8%	56.2%	98.3%
07-08	9,632,175	260,966	2.8%	17,221,319	824,058	5.0%	17,609,716	926,260	5.6%	54.7%	97.8%
08-09	10,701,909	1,069,734	11.1%	18,701,131	1,479,812	8.6%	19,157,064	1,547,348	8.8%	55.9%	97.6%
09-10	10,574,851	(127,058)	-1.2%	18,607,024	(94,107)	-0.5%	19,114,959	(42,105)	-0.2%	55.3%	97.3%
10-11	10,703,836	128,985	1.2%	18,414,267	(192,757)	-1.0%	18,878,723	(236,236)	-1.2%	56.7%	97.5%
11-12	10,694,939	(8,897)	-0.1%	18,466,514	52,247	0.3%	19,064,987	186,264	1.0%	56.1%	96.9%
12-13	10,959,537	264,598	2.5%	18,931,299	464,785	2.5%	19,407,223	342,236	1.8%	56.5%	97.5%
13-14	11,385,033	425,496	3.9%	19,809,903	878,604	4.6%	20,283,021	875,798	4.5%	56.1%	97.7%
14-15	12,074,561	689,528	6.1%	20,509,066	699,163	3.5%	21,005,314	722,293	3.6%	57.5%	97.6%
15-16	12,527,599	453,038	3.8%	21,762,445	1,253,379	6.1%	22,231,404	1,226,090	5.8%	56.4%	97.9%
16-17	13,573,161	1,045,562	8.3%	23,025,529	1,263,084	5.8%	23,542,062	1,310,658	5.9%	57.7%	97.8%
Average										56.3%	97.6%



SUBJECT: Review of District Enrollment Report for 2017-18

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the attached information regarding Enrollment for the first week of school for 2017-18.

BACKGROUND:

After several years of declining enrollment which dropped down to 1,675 in 2007-08, the District's enrollment then increased over the next five years by an average of 77 students per year. In 2013-14 enrollment decreased by 13 students, and decreased by another 36 students in 2014-15. Since 2015-16, CBEDS enrollment has leveled out with 2,083 in 2015-16, 2,082 in 2016-17 and is estimated to be 2,084 in 2017-18.

INFORMATION:

Some enrollment observations as of August 15 (one week after opening of school):

- 1) Total District enrollment is **2,080**, a decrease of 2 students compared to last year at this same time.
- 2) Enrollment at Forest Grove and Robert Down are closely balanced, with a difference of 19 students.
- 3) Forest Grove enrollment is **463**, a decrease of 11 students compared to last year at this time.
- 4) Robert Down enrollment is **482**, unchanged from last year at this time.
- 5) Middle School enrollment is **499**, an increase of 4 students compared to last year at this time. Last year's large 7th Grade class of 184 is now 184 8th graders.
- 6) High School enrollment is **621**, an increase of 9 students compared to last year at this time.
- 7) Community High School has **15** students, a decrease of 4 students from last year.
- 8) The Transitional Kindergarten (TK) class at Forest Grove currently has **27** students. TK had 28 students last year. TK is now using an early bird-late bird format which decreases class size for a majority of the day.
- 9) The highest elementary class sizes are: 2nd grade at Robert Down with a 27.3 ratio, and 3rd grade at Forest Grove with a 25.0 ratio.
- 10) The lowest elementary class sizes are in Kindergarten at both sites, with Forest Grove having a 15.3 ratio and Robert Down having a 17.3 ratio.

FISCAL IMPACT:

No fiscal impact, this report is for review purposes only.

Pacific Grove Unified School District

Enrollment - 2017-18

	Apr	May	Jun	Jul	Aug 9	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Forest Grove					1st Day			CBEDS							
TK 1.00		15	17	20	27	27		26	Klevan/Ault 27						
sped=0	-	15.0	17.0	20.0	27.0	27.0	-	26.0	#####	-	-	-	-	-	-
K 4.00		27	35	39	62	61		78	Engles 16 - Hunter 17 - Sweeney 12 - Wright 16						
Barrett sped=1	-	6.8	8.8	9.8	15.5	15.3	-	19.5	#####	-	-	-	-	-	-
1 4.00	100	100	100	100	84	81		82	McDaniel 22 - Moore 21 - Patel 20 - Welch 18						
Barrett sped=5	25.0	25.0	25.0	25.0	21.0	20.3	-	20.5	#####	-	-	-	-	-	-
2 3.00	71	71	71	64	66	67		71	Cina 23 - DeTomaso 21 - Hirst 23						
Barrett sped=2	23.7	23.7	23.7	21.3	22.0	22.3	-	23.7	#####	-	-	-	-	-	-
3 3.00	78	78	78	77	75	75		80	Gordon 25 - McCarty 24 - Newman 26						
Barrett sped=2	26.0	26.0	26.0	25.7	25.0	25.0	-	26.7	#####	-	-	-	-	-	-
4 3.00	68	68	68	68	68	68		67	Naylor 24 - Serpa 22 - Valdez 22						
Knight sped=8	22.7	22.7	22.7	22.7	22.7	22.7	-	22.3	#####	-	-	-	-	-	-
5 3.00	65	65	65	61	63	62		60	Cardinelli 21 - Yant 21 - Sanchez 20						
Knight sped=4	21.7	21.7	21.7	20.3	21.0	20.7	-	20.0	#####	-	-	-	-	-	-
Total 21.00	382	424	434	429	445	441	-	464	#####	-	-	-	-	-	-
Avg Class Size	18.2	20.2	20.7	20.4	21.2	21.0	-	22.1	#####	-	-	-	-	-	-
SE	2.00			15	22	22		15							
Robert Down															
K 4.00		30	40	49	69	69		78	Chavez 17 - Kelly 18 - Luciano 16 - Renteria 18						
Bloome sped=3	-	7.5	10.0	12.3	17.3	17.3	-	19.5	#####	-	-	-	-	-	-
1 4.00	98	98	98	86	85	85		92	Allaire 22 - Downer 21 - Evans 21 - Perkins 21						
Bloome sped=2	24.5	24.5	24.5	21.5	21.3	21.3	-	23.0	#####	-	-	-	-	-	-
2 3.00	80	80	80	81	82	82		77	Johnson 27 - Spade 28 - Spade 27						
sped=0	26.7	26.7	26.7	27.0	27.3	27.3	-	25.7	#####	-	-	-	-	-	-
3 3.00	74	74	74	78	74	74		75	Jones 23 - Perlstein 26 - Stejskal 25						
Bloome sped=1	24.7	24.7	24.7	26.0	24.7	24.7	-	25.0	#####	-	-	-	-	-	-
4 3.00	73	73	73	72	74	72		76	Ibrahim 25 - Penner 22 - Levy 25						
sped=0	24.3	24.3	24.3	24.0	24.7	24.0	-	25.3	#####	-	-	-	-	-	-
5 4.00	88	88	88	91	94	94		88	Dacuyan 23 - Dean 23 - Hiserman 24 - Hober 24						
sped=0	22.0	22.0	22.0	22.8	23.5	23.5	-	22.0	#####	-	-	-	-	-	-
Total 21.00	413	443	453	457	478	476	-	486	#####	-	-	-	-	-	-
Avg Class Size	19.7	21.1	21.6	21.8	22.8	22.7	-	23.1	#####	-	-	-	-	-	-
SE/Reç	2.00			4	6	6		4							
Middle School															
6	151	151	148	152	153	155		157							
7	155	155	152	154	160	160		154							
8	185	185	180	183	181	184		180							
Total 25.96	491	491	480	489	494	499	-	491	-	-	-	-	-	-	-
Avg Class Size	18.9	18.9	18.5	18.8	19.0	19.2	-	18.9	-	-	-	-	-	-	-
High School															
9	162	162	161	162	170	169		167							
10	174	174	172	176	171	171		165							
11	145	145	144	145	146	146		141							
12	129	129	129	131	134	135		131							
Total 32.60	610	610	606	614	621	621	-	604	-	-	-	-	-	-	-
Avg Class Size	18.7	18.7	18.6	18.8	19.0	19.0	-	18.5	-	-	-	-	-	-	-
Community High School															
Total CHS	20	20	17	15	15	15		20							
Total District	1,916	1,988	1,990	2,023	2,081	2,080	-	2,084	#####	-	-	-	-	-	-
Change	5	38	1	37	(7)	(6)	(2,081)	2	#####	(2,075)	(2,084)	(2,078)	(2,078)	(2,072)	(2,075)

Enrollment - 2016-17

	Apr	May	Jun	Jul	Aug 10	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Forest Grove																
TK	1.00	10	14	20	22	28	28	28	28	27	26	27	27	27	28	28
sped=0	10.0	14.0	20.0	22.0	28.0	28.0	28.0	28.0	27.0	26.0	27.0	27.0	27.0	28.0	28.0	
K	4.00	38	54	69	63	86	86	85	85	87	86	86	85	85	85	
sped=1	9.5	13.5	17.3	15.8	21.5	21.5	21.3	21.3	21.8	21.5	21.5	21.3	21.3	21.3	21.3	
1	4.00	74	75	77	73	72	72	70	70	70	73	74	71	71	71	
sped=2	18.5	18.8	19.3	18.3	18.0	18.0	17.5	17.5	17.5	18.3	18.5	17.8	17.8	17.8	17.8	
2	3.00	73	74	77	74	78	79	79	79	79	79	76	77	77	78	
sped=1	24.3	24.7	25.7	24.7	26.0	26.3	26.3	26.3	26.3	26.3	25.3	25.7	25.7	26.0	26.0	
3	3.00	60	60	61	57	67	67	65	65	66	66	67	67	67	68	
sped=7	20.0	20.0	20.3	19.0	22.3	22.3	21.7	21.7	22.0	22.0	22.3	22.3	22.3	22.7	22.7	
4	3.00	63	64	63	60	63	63	64	64	63	62	61	63	63	64	
sped=4	21.0	21.3	21.0	20.0	21.0	21.0	21.3	21.3	21.0	20.7	20.3	21.0	21.0	21.3	21.7	
5	3.00	60	60	59	60	65	64	64	64	63	63	65	66	66	67	
sped=1	20.0	20.0	19.7	20.0	21.7	21.3	21.3	21.3	21.0	21.0	21.7	22.0	22.0	22.3	22.7	
Total	21.00	378	401	426	409	459	459	455	455	455	455	456	456	456	461	463
Class Size	18.0	19.1	20.3	19.5	21.9	21.9	21.7	21.7	21.7	21.7	21.7	21.7	21.7	22.0	22.0	
SE	2.00	12	12	13	17	17	17	17	17	16	15	16	16	15	15	
Robert Down																
K	4.00	30	45	55	64	79	87	85	85	87	87	88	84	84	86	85
Robinson	7.5	11.3	13.8	16.0	19.8	21.8	21.3	21.3	21.8	21.8	22.0	21.0	21.0	21.5	21.3	
1	3.00	67	67	69	68	74	76	78	78	79	79	82	81	81	81	80
sped=0	22.3	22.3	23.0	22.7	24.7	25.3	26.0	26.0	26.3	26.3	27.3	27.0	27.0	27.0	26.7	
2	3.00	76	76	76	74	77	77	77	77	74	75	74	74	74	74	
Menig	25.3	25.3	25.3	24.7	25.7	25.7	25.7	25.7	24.7	25.0	24.7	24.7	24.7	24.7	24.7	
3	3.00	76	77	77	74	77	73	73	73	74	73	74	73	73	73	
sped=0	25.3	25.7	25.7	24.7	25.7	24.3	24.3	24.3	24.7	24.3	24.7	24.3	24.3	24.3	24.3	
4	4.00	81	81	82	83	91	92	92	92	91	89	89	89	89	89	
Ballard	20.3	20.3	20.5	20.8	22.8	23.0	23.0	23.0	22.8	22.3	22.3	22.3	22.3	22.3	22.0	
5	3.00	79	79	79	80	82	81	81	81	81	81	81	81	81	81	
sped=0	26.3	26.3	26.3	26.7	27.3	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.7	
Total	20.00	409	425	438	443	480	486	486	486	486	484	488	482	482	484	483
Class Size	20.5	21.3	21.9	22.2	24.0	24.3	24.3	24.3	24.3	24.3	24.2	24.4	24.1	24.1	24.2	
SE/Re	2.00	2	2	2	6	5	3	4	4	4	5	5	5	6	5	
Middle School																
6	142	142	142	148	151	151	151	151	151	151	155	154	154	153	155	
7	187	187	187	188	186	185	186	186	188	189	185	187	187	185	185	
8	161	161	161	155	161	159	158	158	158	157	159	160	160	159	162	
Total	25.96	490	490	490	491	498	495	495	495	497	497	499	501	501	497	502
Class Size	18.9	18.9	18.9	18.9	19.2	19.1	19.1	19.1	19.1	19.1	19.1	19.2	19.3	19.3	19.1	19.3
High School																
9	158	158	158	167	171	167	170	170	170	170	174	175	175	174	174	
10	159	159	159	154	152	155	153	152	148	147	146	147	147	145	145	
11	142	142	142	146	146	143	138	138	134	133	134	132	132	129	129	
12	146	146	146	136	141	142	142	142	143	142	142	141	141	141	141	
Total	32.60	605	605	605	603	610	607	603	602	595	592	596	595	595	589	589
Class Size	18.6	18.6	18.6	18.5	18.7	18.6	18.5	18.5	18.3	18.2	18.3	18.3	18.3	18.1	18.1	
Community High School																
Total CHS	15	15	15	17	19	19	21	23	27	27	25	23	23	20	18	
Total District	1,911	1,950	1,989	1,986	2,088	2,086	2,081	2,082	2,081	2,075	2,084	2,078	2,078	2,072	2,075	
Change	16	9	20	(109)	-	10	(1)	(1)	7	7	26	16	30	20	23	

SUBJECT: Facilities Project Update

PERSON RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

BACKGROUND:

This report provides the Board of Education an update to Facilities projects that are either ongoing, complete, or in the planning stages. The report will be presented quarterly.

INFORMATION:

1. David Avenue (Charter School) Heating Replacement
 - Project is complete. PGUSD Maintenance Department installed seven gas ceiling heating units. Previously, these classrooms were heated by a boiler but it was discovered the waterlines from the boiler to the classrooms were deteriorating. In lieu of boiler replacement, gas furnaces were chosen for replacement which required the installation of gas lines from the main to each classroom.
2. Robert Down Landscaping
 - Project is complete. Installed sod outside of rooms 16 & 17 with a water saving underground irrigation system (Netafim). Project also included vertical mowing and reseeded of the primary grass area.
3. Forest Grove Landscaping
 - Project is complete. Cleaned up and repaired irrigation in the front of the school next to the bus stop. Replanted Mexican Sage, installed new weed barrier, and mulched the area. In addition irrigation was repaired/replaced and sod was fed on the Kindergarten playground.
4. Forest Grove Walkway Repair
 - Project is complete. Removed and replaced a portion of the walkway that was damaged.
5. Forest Grove Classroom Sink Installation
 - Project is complete. Room K4 portable did not come furnished with a classroom sink. PGUSD Maintenance Department installed countertop, plumbing, and fixture.
6. Forest Grove/Robert Down Classroom Moves
 - Project is Complete. Supported staff in moving classrooms and programs to accommodate a fourth Kindergarten at each site. Work included telephone lines, electrical repairs, moving Chromebook Cabinets, hanging whiteboards, strapping shelving units, etc.
7. PGHS O-1 SPED Room
 - Project is complete. Moved existing furniture, installed new carpeting, painted walls, repaired and painted ceiling tiles, and assembled furniture for the new classroom.
8. PGMS Skateboard Lockers
 - Project is Complete. PGMS Leadership submitted a grant application to TAMC (Transportation Authority of Monterey County) and was awarded three skateboard lockers. Two were installed shortly after school began.
9. David Avenue Irrigation and Field Repair

- Project Complete. Repaired multiple irrigation heads, irrigation wiring, vertical mowed, gopher trapping, and fed sod.
10. Adult School Staff Room
 - Project is Complete. Painted, installed new flooring, and ran data for the copy machine to create a new staff room off the main office.
 11. PGHS/PGMS Wood Floor Re-finishing
 - Project is complete. PGUSD Custodial crew stripped and refinished both main gyms, HS dance hall, and HS small gym.
 12. PGMS/PGHS/Forest Grove Mulch
 - Approximately 200cy of mulch was blown into planter areas at all three sites to help with water usage, weed control, and appearance.
 13. Adult School Exterior Lead Abatement and Painting Project
 - Under Construction. Disaster Kleenup Specialists started abatement the week of August 7 and has an anticipated completion date of August 25. Abatement includes scraping the loose paint by hand and sealing the building with primer. As of this writing, bids are being received for the painting portion of the project. In addition, scraped and repainted the interior window sills at Lighthouse Pre-school. The Pre-School portion is complete.
 14. Proposition 39 Project
 - Project is bid and materials are being ordered. June was spent walking each classroom and re-finishing material quantities for bidding and strategizing installation. Materials were bid and recently awarded. Anticipating a start date of September 2017 at either Forest Grove or Robert Down.
 15. Forest Grove/Robert Down Portable Projects
 - Projects are out for re-bid with an anticipated start date of October break (Week of Oct. 16)

FISCAL IMPACT:

This item is for discussion only but each project required the purchase of materials or the contracting of services.

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the August 24, 2017 Regular Board Meeting:

- Elementary Counseling Information/Discussion (Sept. 21)
- Special Board Meeting- LCAP, Strategic Plan, Board Goals (Sept. 28)
- Spanish Class at Elementary Schools (Fall 2017)
- Fencing for Security (Fall 2017)
- AP Classes (Fall 2017)