

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

Trustees

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

DATE: Thursday, October 4, 2018

TIME: 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
- D. Pledge of Allegiance

II. COMMUNICATIONS

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

III. 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.

IV. 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.

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|--|------|
| A. <u>Minutes of September 20, 2018 Board Meeting</u>
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | 6 |
| B. <u>Certificated Assignment Order #3</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #3. | 12 |
| C. <u>Classified Assignment Order #3</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #3. | 14 |
| D. <u>Acceptance of Donations</u>
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below. | 16 |
| E. <u>Cash Receipts Report No. 1</u>
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts. | 17 |
| F. <u>Revolving Cash Report No. 1</u>
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board. | 20 |
| G. <u>Warrant Schedules No. 600</u>
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | 22 |

- H. Peer Assistance Review Contract with Kate Gallaway 24
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the contract for services with Kate Gallaway to provide coaching services for a teacher in Peer Assistance Review.
- I. Contract for Services with Play-Well TEKnologies for After School Enrichment Program 27
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Natalie Montgomery, After School Enrichment Coordinator) The District Administration recommends that the Board review and approve the contract for services with Play-Well TEKnologies for 2018-2019 school year.
- J. Approval of Contract for Services with Uretsky Investigation Security 34
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the contract for services with Uretsky Investigation Security to provide residency investigation services.
- K. Approval of Contract for Services with Uretsky Security for Asilomar Math Conference 36
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the contract for services with Uretsky Security to work the Asilomar Math Conference.
- L. Contract for Services with Uretsky Security for Pacific Grove High School 39
 Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board review and approve the contract for services with Uretsky Security for Pacific Grove High School.
- M. Illuminate Education Custom Report Design and Build Services 41
 Recommendation: (Matthew Binder, Director of Educational Technology) The District Administration recommends that the Board review and approve service contract for software support services – Report Building Services by Illuminate Education.
- N. ThyssenKrupp Elevator Americas Contract for Services 45
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the maintenance contract for services with ThyssenKrupp Elevator Americas for elevator and lift repairs at Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School and Forest Grove Elementary School.
- O. Monterey Fire Extinguisher Contract for Services 50
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the maintenance contract for services with Monterey Fire Extinguisher for testing and repairs at Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School, Forest Grove Elementary School, Pacific Grove Adult School, David Avenue Campus, and the District Office.
- P. Telemetrix Integrated Systems Contract for Services 54
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the maintenance contract for Services with Telemetrix Integrated Systems for telephone programming and repairs at Pacific Grove High School and Pacific Grove Adult School.

- Q. Steele Tape Construction Contract for Fencing at Pacific Grove Adult School 58
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Steel Tape Construction, for the installation of fencing at Pacific Grove Adult School.
- R. Award Bid to MBS Engineering Inc. for Pacific Grove Middle School Gas Line Replacement 62
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the MBS Engineering, Inc. bid of \$49,518.48 for the Pacific Grove Middle School gas line replacement.
- S. Field of Dreams Contract for Services 68
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Field of Dreams for the 2018-2019 school year.
- T. Contract for Services with Superior Hydroseeding for Hydroseeding Turf Grass at Pacific Grove Adult School Daycare 71
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Superior Hydroseeding, Inc. for the installation of turf grass at Pacific Grove Adult School Daycare.
- U. Approval of Additional Education Technology Purchase from Carousel Industries 75
 Recommendation: (Bruce Cates, Director of Technology) The District Administration recommends the Board review and approve an increase in wifi units from four (4) to twelve (12) purchased from Carousel Industries.

Move: _____ Second: _____ Vote: _____

V. ACTION/DISCUSSION

- A. Adopt Resolution No. 1023 Designating Authorized Agents to the Monterey & San Benito Property & Liability Joint Powers Authority 77
 Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board of Education review and adopt Resolution No. 1023 designating authorized agents to represent our District in the Monterey & San Benito Property & Liability Joint Powers Authority.
- Move: _____ Second: _____ Roll Call Vote: _____
- Trustees: Paff ___ Swanson ___ Crandell ___ Dawson ___ Phillips ___
- B. Superintendent's Goals 79
 Recommendation: (Ralph Gómez Porras, Superintendent) The Superintendent recommends that the Board review and approve the Superintendent's Goals for 2018-19.

Move: _____ Second: _____ Vote: _____

- C. Board Calendar/Future Meetings 85
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: _____

VI. INFORMATION/DISCUSSION

- A. Review of Bus Ridership 89
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the bus ridership information compared with prior years.

Board Direction: _____

- B. 2017- 2018 California Assessment of Student Performance and Progress (CAASPP) Results 91
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends the Board review the 2017-2018 California Assessment of Student Performance and Progress results for target student groups.

Board Direction: _____

- C. Future Agenda Items 92
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.

Cell Phone/Electronics Board Policy Review (Oct 2018)
Review of Field Trips within Pacific Grove (Dec 2018)
Foreign Language (Fall 2018)
Long Term Counseling Study (Fall 2018/Winter 2019)
Board Self Evaluation Review (Winter 2018)
Affordable Housing Project Impacts to District
Review of Classified Evaluation Process
Review of Community High School (Jan 31, 2019)
School Breakfast Program
Review of David Avenue Site Location (March 2019)

Board Direction: _____

VII. ADJOURNMENT

Next regular meeting: October 25, 2018 – Pacific Grove Middle School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 20, 2018 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:02 p.m.
- B. Roll Call
 - President: Trustee Paff
 - Clerk: Trustee Swanson
 - Trustees Present: Trustee Crandell
Trustee Dawson
Trustee Phillips arrived 6:04 p.m.
 - Administration Present: Superintendent Porras
Assistant Superintendent Miller
 - Board Recorder: Mandi Ackerman
 - Student Board Member: Parker Llantero

C. Adopted Agenda

Changes to the agenda include a correction to the Minutes from September 11, 2018- Trustee Dawson did not attend.

MOTION Crandell/Dawson to adopt agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

- 1. Consideration Of Student Discipline (1 Case: Student # 021415) (Education Code Section 48915)

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:05 p.m.

II. RECONVENED IN OPEN SESSION 7:05 p.m.

A. Reported action taken in Closed Session:

- 1. Consideration Of Student Discipline (1 Case: Student # 021415) (Education Code Section 48915)

The Board discussed this item.

- B. Pledge of Allegiance Led By: Robert Down Elementary School
Principal Sean Keller

IV. SITE PRESENTATIONS

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

The Robert Down Elementary School presentation focused on what an *Otter Ohana* means to the students, parents and staff. Students Molly, Lucy, Maliyah, Randy, Scarlett, Kailynn, Phinn, Kenzie each read what *Otter Ohana* (meaning 'family') means to them. Followed by a video compiled of photos and short interviews with students, parents and staff. Principal Keller said he's been embraced by the Robert Down community, and truly feels like he's part of the family, said it is a warm place to be.

Each Trustee congratulated Principal Keller in his new role as Robert Down Elementary School Principal, thanked the students, parents and staff that participated in the presentation. Robert Down has a tremendous family feeling. Each of the students that presented noted friendship as part of their *Ohana*, and the Board was moved by the importance of family and friendship.

V. COMMUNICATIONS

A. Written Communication

Trustee Paff said the Board received surveys, Pine Avenue letters, inspection information, disability access communication, and the Board confirmed they received many of the same written communications.

B. Board Member Comments

Student Representative Llantero provided an update on activities at Pacific Grove High School including club rush, homecoming and spirit week.

Trustee Dawson was happy to be back.

Trustee Paff thanked Principal Keller and Forest Grove Elementary School Principal Buck Roggeman for the wonderful tours when visiting their sites. Trustee Paff thanked all the teachers, and noted the new play structure at Robert Down Elementary School was a welcome addition.

Trustee Crandell acknowledged the recent safety issue at Robert Down Elementary School regarding a gas leak, saying the notifications to parents, staff and the Board were received quickly. Trustee Crandell also attended the Monterey County Reads event hosted by the Panetta Institute and that she and Teacher Linda Williams accepted the certificate on behalf of the District.

Trustee Swanson also commended Director of Facilities and Transportation Matt Kelly for his response to the gas leak situation.

C. Superintendent Report

Superintendent Porras congratulated Principal Keller on his recent move to Robert Down Elementary School, as well as a great presentation. Superintendent Porras also thanked the staff for their leadership; commended Director of Safety Barbara Martinez and Director Kelly

for their response to the gas leak. Finally Superintendent Porras received written approval of the Budget and Local Control Accountability Plan (LCAP) from the Monterey County Office of Education. Superintendent Porras thanked past Assistant Superintendent Rick Miller, as well as new Assistant Superintendent Chin-Bendib.

D. PGUSD Staff Comments (Non Agenda Items)

Director Martinez introduced the new School Resource Officer Justin Hanks. Martinez also thanked all the first responders, Director Kelly and Bus Driver Joel Drucker for transporting the students to Forest Grove Elementary School during the gas leak at Robert Down Elementary School. Martinez also reminded the Board of the Joan Nattress's Celebration of Life on Friday. Finally, Martinez provided an update on the Big 5 Safety Training at Lighthouse.

Officer Hanks introduced himself to the Board, recognized the great work by Principal Keller not only at Pacific Grove High School but now at Robert Down Elementary School.

Forest Grove Elementary School Principal Roggeman welcomed Principal Keller to the Elementary Principal position and said it's been a pleasure working with him and watching him in his new position.

Director Kelly acknowledged Bus Driver Joel Drucker for offering bus services during the Robert Down Elementary School gas line issue.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Pacific Grove resident Denise, Chair of Sustainable Pacific Grove, sent a letter to the Board, which she read to the Board, regarding bicycling safety in Pacific Grove, supporting Cycle Tracks option.

Parent Quinton Roland spoke to the Board about bike lane options for Pine Avenue, supporting Cycle Tracks option B.

Parent Sally Jones recognized Principal Keller, who hit the ground running. Jones expressed concerns over the Pine Avenue gates; concerns regarding Lock Bloks, specifically doors that do not have the Lock Bloks installed; asked why some parents were invited to participate in the Big 5 Safety Training and not others, asked for training for all parents; finally supported Pine Avenue bike lane option B.

Colleen spoke on the Pine Avenue bike lane, supporting option B protected bike lanes.

Parent Dana Jones appreciated all the parents that spoke up regarding the cell towers; asked for school site specific safety updates while at each site; expressed concerns over pedestrian gates at Forest Grove Elementary School; asked why the fencing was approved for Forest Grove but not at the middle and high schools; followed up on concerns regarding the lock on the front door of the middle school; noted she is a staff member and had not received safety training.

Pacific Grove High School Student Sophia Levy spoke on the Pine Avenue Safety Project, supporting Cycle Tracks, noted students would be hosting a demonstration at the Adult Education to see the difference in both plans.

VII. CONSENT AGENDA

- A. Minutes of August 23, 2018 Board Meeting
- B. Minutes of September 11, 2018 Special Board Meeting
- C. Certificated Assignment Order #2
- D. Classified Assignment Order #2
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 597, 598, 599
- G. Acceptance of Donations
- H. Declaration of Surplus Property for 2018 Butterfly Parade Bazaar
- I. California Educational Technology Professionals Association and Microsoft Strategic Alliance Program Purchasing Agreement
- J. Elementary Next Generation Science Standards Professional Development
- K. Contract for Services with Linda Vrijenhoek
- L. Quarterly Report on Williams Uniform Complaints
- M. Update to Board Regulation 3553 Free and Reduced-Price Meals
- N. Update to Board Policy 3600 Consultants
- O. Animal Damage Management, Inc. Contract for Pigeon Abatement
- P. Steele Tape Construction Contract for Fencing at Forest Grove Elementary School, Pacific Grove High School and Pacific Grove Middle School
- Q. Contract for Services with Peninsula Sports, Inc. at Pacific Grove Middle School
- R. Contract for Services with Peninsula Sports, Inc. at Pacific Grove High School
- S. Contract for Services with ArbiterPay

Trustee Paff asked to pull item I.

Trustee Dawson asked to pull item K.

MOTION Phillips/Crandell to approve consent agenda, not including items I and K.

Public comment: none

Motion CARRIED 5 – 0

- I. California Educational Technology Professionals Association and Microsoft Strategic Alliance Program Purchasing Agreement

Trustee Paff asked about the term of the contract, Director of Technology Bruce Cates answered question.

MOTION Swanson/Dawson to approve California Educational Technology Professionals Association and Microsoft Strategic Alliance Program Purchasing Agreement.

Public comment: none

Motion CARRIED 5 – 0

- K. Contract for Services with Linda Vrijenhoek

Trustee Dawson expressed concerns over ratio of students to teachers at Community High School, asked Principal Bell why the teachers needed the additional support and help; said the contract was excessive. Principal Bell provided background, information regarding the range of students at Community High School as well as the needed support and services at the site. The Board discussed this item.

MOTION Crandell/Swanson to approve the Contract for Services with Linda Vrijenhoek.

Public comment: none

Motion CARRIED 4 – 1

VIII. PUBLIC HEARING: Resolution #1022 Regarding Sufficiency of Instructional Materials for Fiscal Year 2018-2019

Open Public Hearing 8:20 p.m.

Close Public Hearing 8:25 p.m.

Director of Curriculum and Special Projects Ani Silva presented information to the Board. The Board discussed this item.

Public comment: none

IX. ACTION/DISCUSSION

A. Approval of Resolution #1022 Regarding Sufficiency of Instructional Materials for Fiscal Year 2018-2019

MOTION Dawson/Crandell to approve Resolution #1022 Regarding Sufficiency of Instructional Materials for Fiscal Year 2018-2019.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

B. Updates to Board Policies, Regulations and Exhibits from the Parents Rights Handbook

MOTION Crandell/Dawson to approve the updates to Board Policies, Regulations and Exhibits from the Parents Rights Handbook.

Public comment: none

Motion CARRIED 5 – 0

C. Board Calendar/Future Meetings

No action taken.

IX. INFORMATION/DISCUSSION

A. Review of Stipends

Director of Human Resources Billie Mankey presented information to the Board. The Board discussed this item. The Board requested Administration email the Board directly site funding stipend information.

Public comment: none

B. 2017-2018 Smarter Balanced Assessment Results

Director of Education Technology Matthew Binder presented information to the Board. The Board requested site specific results, specifically the two elementary school sites.

C. Board Goals 2018-19

Superintendent Porras presented information to the Board.

Public comment: none

D. Future Agenda Items

- Cell Phone/Electronics Board Policy Review (Oct 2018)
- Review of Field Trips within Pacific Grove (Dec 2018)
- Foreign Language (Fall 2018)
- Long Term Counseling Study (Fall 2018/Winter 2019)
- Board Self Evaluation Review (Winter 2018)
- Affordable Housing Project Impacts to District
- Review of Classified Evaluation Process
- Review of Community High School (Jan 31, 2019)
- School Breakfast Program
- Review of David Avenue Site Location (March 2019)

The Board asked that the review of Field Trips within Pacific Grove be brought sooner rather than later.

Trustee Crandell asked why the Safety Updates had been moved to quarterly. President Paff clarified any additional one will be added as-needed.

Trustee Crandell also asked that the Board stay informed on the City of Pacific Grove, specifically to the Pine Avenue Project and the bike lanes.

XI. ADJOURNED

9:45 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #3

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #3

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 3
October 4, 2018**

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

Employee	Assignment	% Stipend	Funding	Amount
Carrie Steffanou	Assistant Cross Country	0.50%	Athletics	\$1,342

RETIREMENT:

La Verne Baker Leyva, Pacific Grove Adult School Instructor and Program Specialist retires after 35.25 years of successful service in the Pacific Grove Unified School District, effective December 21, 2018

SUBSTITUTES:

Alexandria Blackwell
Valerie Hooper
Shannon Morrison
Jennifer Smallwood
Zee Smith

SUBJECT: Classified Assignment Order #3

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #3

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 3
October 4, 2018**

NEW HIRE:

Emily Huss, PGAE, Childcare Attendant, 3.5 hrs./day/4 days per week, 11 month work calendar, Range 25, Step B, effective September 24, 2018 (new position)

Naomi Guillory, District Paraprofessional (itinerant), 31 hrs./week/10 month work calendar, Range 37, Step B, effective September 26, 2018 (new position)

TEMPORARY ASSIGNMENT:

Daniel Schwrtz, RDE Computer Lab Instructional Technician II, temporary, 8 hrs./day/5 days per week, Range 33, Step A, effective September 25, 2018 through June 7, 2019 only (temporary replacement for Andrew Bradley)

ADDITIONAL ASSIGNMENT:

Silvia Gil, PGAE, Instructional Assistant (Parent Education-Dual Language), 3 hrs./day/5 days per week, 10 month work calendar, Range 30, Step A, effective September 24, 2018 (replaces Marlene Mejia)

Patricia Young-Chou, Instructional Assistant (Parent Education), 3 hrs./day/5 days per week, 10 month work calendar, Range 30, Step C, effective October 1, 2018 (replaces Desiree Babas)

SUBSTITUTES:

Claudia Gutierrez, Food Service
Venessa Phelps

RESIGNATION:

Sophia Snyder, District Paraprofessional, resigns effective September 25, 2018

SUBJECT: Acceptance of Donations

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

RECOMMENDATION:

The Administration recommends that the Board approve acceptance of donations referenced below.

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

PG Pride	\$6,545 (August grant)
Kona Ice of Monterey	\$ 81 (Yant 5 th grade)

Robert H. Down Elementary School

Anonymous	\$ 150 (undesignated)
PG Pride	\$5,979 (August Grant)

Pacific Grove Middle School

Big Sur Marathon Foundation	\$1,500 (undesignated)
PG Pride	\$ 816 (August grant)

Pacific Grove High School

None

Pacific Grove Community High School

None

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

Debra Nattress	\$ 25 undesignated (in memory of Joan Nattress)
Barbara Garner	\$ 50 undesignated (in memory of Joan Nattress)
Mary Simon	\$ 100 undesignated (in memory of Joan Nattress)

Pacific Grove Unified School District

None

Ref: Donations

SUBJECT: Cash Receipts Report No. 1

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

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of July 1, 2018 through September 25, 2018.

INFORMATION:

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

CASH RECEIPTS
BOARD REPORT # 1

Consent Agenda Item E

July 1, 2018 - September 25, 2018

Date	Num	Name	Account	Amount
Jul 1 - Sep 25, '18				
7/1/2018	19225	RETIREE INSURANCE	RETIREE INSURANCE	2,286.00
7/3/2018	19226	RETIREE INSURANCE	RETIREE INSURANCE	45,458.74
7/9/2018	19227	Facilitron	custodial	648.10
7/9/2018	19228	MCOE	PRESCHOOL	7,493.85
7/9/2018	19229	BASRP-FG	BASRP	288.00
7/9/2018	19230	TEXTBOOKS	TEXT BOOK FEES	127.70
7/9/2018	19231	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
7/9/2018	19232	PGMS	DONATION	1,000.00
7/9/2018	19233	Fran Castorina	INS PAYMENT	211.21
7/9/2018	19234	STATE OF CALIFORNIA	CAFETERIA	1,525.42
7/9/2018	19235	STATE OF CALIFORNIA	CAFETERIA	22,374.11
7/9/2018	19236	Intercare Holding Insurance	WORKERSCOMP	305.08
7/9/2018	19237	Intercare Holding Insurance	WORKERSCOMP	2,023.68
7/9/2018	19239	Santa Cruz COE	MAA	23,520.77
7/9/2018	19240	Lindsey Terry	PAYROLL	217.71
7/9/2018	19241	PGMS PTA	DONATION	6,500.00
7/9/2018	19242	TEXTBOOKS	TEXT BOOK FEES	42.00
7/9/2018	19243	Robert Down Elementary	DONATION	60.00
7/9/2018	19244	Lost Key Fee	MAINT/GROUNDS	35.00
7/9/2018	19245	ADULT EDUCATION	ADULT EDUCATION	5,554.00
7/9/2018	19246	ADULT EDUCATION	ADULT EDUCATION	2,832.00
7/9/2018	19247	RETIREE INSURANCE	RETIREE INSURANCE	2,110.40
7/18/2018	19248	RETIREE INSURANCE	RETIREE INSURANCE	5,858.81
7/18/2018	19249	ADULT EDUCATION	ADULT EDUCATION	2,080.00
7/18/2018	19250	A & S Metals	MAINT/GROUNDS	256.73
7/18/2018	19251	Monterey State Historic Park	TRANSPORTATION	150.00
7/18/2018	19252	Intercare Holding Insurance	WORKERSCOMP	2,023.68
7/18/2018	19253	Lease Direct	BUSINESS OFFICE	504.98
7/18/2018	19254	STATE OF CALIFORNIA	SP ED	376.64
7/18/2018	19255	STATE OF CALIFORNIA	SP ED	1,190.73
7/24/2018	19256	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
8/13/2018	19257	RETIREE INSURANCE	RETIREE INSURANCE	9,111.67
8/13/2018	19258	ADULT EDUCATION	CREDIT CARD SALES	13,555.99
8/13/2018	19259	ADULT EDUCATION	ADULT EDUCATION	975.00
8/13/2018	19260	ADULT EDUCATION	ADULT EDUCATION	9,023.70
8/13/2018	19261	ADULT EDUCATION	ADULT EDUCATION	782.97
8/13/2018	19262	ADULT EDUCATION	ADULT EDUCATION	117.00
8/13/2018	19263	ADULT EDUCATION	ADULT EDUCATION	300.00
8/13/2018	19264	ADULT EDUCATION	ADULT EDUCATION	500.00
8/13/2018	19265	STATE OF CALIFORNIA	CAFETERIA	1,989.78
8/13/2018	19266	STATE OF CALIFORNIA	CAFETERIA	204.55
8/13/2018	19267	STATE OF CALIFORNIA	SP ED	50.54
8/13/2018	19268	TEXTBOOKS	TEXT BOOK FEES	967.14
8/13/2018	19269	BASRP-FG	BASRP	261.65
8/13/2018	19270	TEXTBOOKS	TEXT BOOK FEES	371.00
8/13/2018	19270	CAFETERIA	CAFETERIA	34.50
8/13/2018	19271	NMCUSD	custodial	601.00
8/13/2018	19272	Intercare Holding Insurance	WORKERSCOMP	2,023.68
8/13/2018	19273	US BANK	INTEREST	35.25
8/13/2018	19274	BASRP-FG	BASRP	210.00
8/13/2018	19275	TEXTBOOKS	TEXT BOOK FEES	75.00
8/13/2018	19276	PGHS LIBRARY	LIBRARY FINES/FEES	15.00
8/13/2018	19277	Intercare Holding Insurance	WORKERSCOMP	2,023.68
8/13/2018	19278	Facilitron	SPECIAL RESERVE	15,949.85
8/14/2018	19279	MPUSD	MISC	468.50
8/14/2018	19280	COLONIAL INSURANCE	REFUND	85.60
8/14/2018	19281	BASRP-RD	BASRP	484.50
8/14/2018	19282	TEXTBOOKS	TEXT BOOK FEES	244.00
8/14/2018	19283	TEXTBOOKS	TEXT BOOK FEES	325.00
8/14/2018	19284	STATE OF CALIFORNIA	SP ED	48.69
8/14/2018	19285	STATE OF CALIFORNIA	SP ED	40.76
8/14/2018	19286	Fran Castorina	INS PAYMENT	250.00
8/14/2018	19287	RETIREE INSURANCE	RETIREE INSURANCE	631.33
8/22/2018	626401	BASRP-FG	BASRP	3,891.50
8/22/2018	626403	BASRP-RD	BASRP	5,049.00
8/22/2018	19288	BUS PASS	BUS PASS	7,390.00
9/7/2018	19289	ROP	Class Fees	2,171.00
9/7/2018	19290	ROP	Class Fees	1,090.00
9/7/2018	19291	ROP	Class Fees	4,670.00
9/7/2018	19292	TEXTBOOKS	TEXT BOOK FEES	195.00

Date	Num	Name	Account	Amount
9/7/2018	19293	TEXTBOOKS	TEXT BOOK FEES	49.54
9/7/2018	19294	TEXTBOOKS	TEXT BOOK FEES	150.00
9/7/2018	19295	STATE OF CALIFORNIA	SP ED	71.76
9/7/2018	19296	STATE OF CALIFORNIA	PRESCHOOL	5,413.00
9/7/2018	19297	Robert Down Elementary	DONATION	1,120.00
9/7/2018	19298	RD PTA	DONATION	300.00
9/7/2018	19299	Ecology Action of Santa Cruz	REBATE	15,540.34
9/7/2018	19300	PGMS	DONATION	1,515.00
9/7/2018	19301	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,230.83
9/7/2018	19302	Robert Down Elementary	DONATION	520.00
9/7/2018	19303	TEXTBOOKS	TEXT BOOK FEES	30.00
9/7/2018	19304	Robert Down Elementary	DONATION	150.00
9/7/2018	19305	PG PRIDE	GRANT	13,340.00
9/7/2018	19306	STATE OF CALIFORNIA	SP ED	150.65
9/12/2018	19307	BASRP-FG	BASRP	8,010.50
9/12/2018	19308	BASRP-RD	BASRP	10,204.00
9/12/2018	19309	BASRP-FG	BASRP	5,676.00
9/12/2018	19310	BASRP-RD	BASRP	7,060.50
9/12/2018	19311	BASRP-FG	BASRP	11,905.50
9/12/2018	19312	BASRP-RD	BASRP	13,407.75
9/14/2018	19313	RETIREE INSURANCE	RETIREE INSURANCE	12,786.07
9/14/2018	19314	TEXTBOOKS	TEXT BOOK FEES	384.10
9/14/2018	19315	US BANK	REBATE	171.00
9/14/2018	19316	Intercare Holding Insurance	WORKERSCOMP	1,067.78
9/14/2018	19317	Fran Castorina	INS PAYMENT	250.00
9/14/2018	19318	BUS PASS	BUS PASS	1,930.00
9/14/2018	19319	Fingerprinting	Fingerprint Fees	2,971.00
9/14/2018	19320	Robert Down Elementary	DONATION	440.00
9/14/2018	19321	STATE OF CALIFORNIA	MANDATED	1,000.00
9/14/2018	19322	Facilitron	SPECIAL RESERVE	9,178.75
9/14/2018	19323	US BANK	REBATE	108.09
9/14/2018	19324	US BANK	REBATE	86.48
9/14/2018	19325	ADULT EDUCATION	ADULT EDUCATION	770.00
9/14/2018	19326	ADULT EDUCATION	ADULT EDUCATION	361.41
9/14/2018	19327	ADULT EDUCATION	ADULT EDUCATION	1,475.00
9/14/2018	19328	ADULT EDUCATION	ADULT EDUCATION	1,225.00
9/14/2018	19329	ADULT EDUCATION	ADULT EDUCATION	5,751.10
9/14/2018	19331	ADULT EDUCATION	ADULT EDUCATION	4,548.00
9/14/2018	19330	ADULT EDUCATION	ADULT EDUCATION	75.25
Jul 1 - Sep 25, '18				<u>416,197.57</u>

SUBJECT: Revolving Cash Report No. 1

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

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from July 1, 2018 through September 25, 2018.

INFORMATION:

Prior to the approval of the identified payments, appropriate District procedures were followed and authorizations obtained.

REVOLVING CASH
 BOARD REPORT # 1
 July 1, 2018 - September 25, 2018

Date	Num	Name	Account	Amount
Jul 1 - Sep 25, '18				
7/10/2018	5295	POSTMASTER	PAYROLL	-68.50
7/18/2018	5296	John Tilley	TEXT BOOK FEES	-93.00
7/18/2018	5297	Lillie Grossman	ADULT EDUCATION	-150.00
7/18/2018	5298	Robert Sadler	ADULT EDUCATION	-150.00
7/18/2018	5299	Jillian Andrade	ADULT EDUCATION	-80.00
7/18/2018	5300	Gemma Daly	ADULT EDUCATION	-80.00
7/18/2018	5301	Marsh Insurance Plan Ad...	PAYROLL	-154.34
7/19/2018	5302	Kayla Naylor	INS PAYMENT	-1,599.00
7/31/2018	5303	Julie Laurent	CAFETERIA	-8.50
7/31/2018		ANALYSIS CHARGE	none	-253.20
8/14/2018		MCOE	REFUND	154.34
8/15/2018	5304	Renee Lozano	CAFETERIA	-34.00
8/15/2018	5305	Daniela Safko	ADULT EDUCATION	-90.00
8/15/2018	5306	Matthew Bell	TEXT BOOK FEES	0.00
8/15/2018	5307	Andrew Kennedy	TEXT BOOK FEES	-15.00
8/15/2018	5308	Kwang Su Chang	TEXT BOOK FEES	-110.00
8/15/2018	5309	Elizabeth Sengel	ADULT EDUCATION	-75.00
8/15/2018	5310	Ruba Ferraro	CAFETERIA	-36.50
8/15/2018	5311	Mathieu Cachoz	CAFETERIA	-933.00
8/15/2018	5312	Robert Vogelpohl	TEXT BOOK FEES	-77.70
8/15/2018	5313	Elbert Lee	LIBRARY FINES/FEES	-15.00
8/15/2018	5314	Ivy Ottmar	LIBRARY FINES/FEES	-15.00
8/15/2018	5315	John Quindimil	TEXT BOOK FEES	-89.00
8/15/2018	5316	Braveheart Lacrosse	FACILITIES	-95.00
8/15/2018	5317	Elbert Lee	TEXT BOOK FEES	-65.00
8/20/2018	5318	Tobias Brennenstuhl	CAFETERIA	-52.75
9/7/2018		DEPOSIT	none	5,047.81
9/17/2018	5319	Amy Bell	TEXT BOOK FEES	-55.00
9/17/2018	5320	Kelly Hartwell	CAFETERIA	-32.25
9/17/2018	5321	John Paff	TEXT BOOK FEES	-13.00
9/17/2018	5322	Ashley Dlublac	ADULT EDUCATION	-37.50
9/17/2018	5323	Mark Kavanagh	TEXT BOOK FEES	0.00
9/17/2018	5324	Mandy Kavanagh	TEXT BOOK FEES	-30.00
9/18/2018		Transfer of Funds	BASRP	-127.00
Jul 1 - Sep 25, '18				<u>567.91</u>

SUBJECT: Warrant Schedule 600

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 September 1, 2018 through September 30, 2018.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 600

Warrants- Payroll

SEPTEMBER 2018

Certificated-	Regular 09/05/18	\$	3,709.58
	Regular 09/10/18	\$	1,170.10
	Regular 09/15/18	\$	1,979.70
	Regular 09/30/18	\$	1,711,395.93
	<u>Total Certificated</u>	\$	<u>1,718,255.31</u>
Other-	Regular 09/05/18	\$	0
	Regular 09/10/18	\$	0
	Regular 09/15/18	\$	0
	Regular 09/30/18	\$	1,313.34
	<u>Total Other</u>	\$	<u>1,313.34</u>
Classified-	Regular 09/05/18	\$	0
	Regular 09/10/18	\$	0
	Regular 09/15/18	\$	1,253.76
	Regular 09/30/18	\$	644,949.38
	<u>Total Classified</u>	\$	<u>646,203.14</u>
	<u>TOTAL PAYROLL</u>	\$	<u>2,365,771.79</u>

Warrants- AP

Warrants	12422735 through 12422758 (09/06/18)	\$	107,967.94
Warrants	12423614 through 12423658 (09/11/18)	\$	71,119.24
Warrants	12424137 through 12424161 (09/13/18)	\$	154,412.83
Warrants	12425045 through 12425068 (09/18/18)	\$	33,463.42
Warrants	12425741 through 12425770 (09/20/18)	\$	36,033.52
Warrants	12427201 through 12427236 (09/25/18)	\$	57,606.46
	<u>TOTAL WARRANTS</u>	\$	<u>2,826,375.20</u>

SUBJECT: Peer Assistance Review Contract with Kate Gallaway

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Kate Gallaway to provide coaching services for a teacher in Peer Assistance Review.

BACKGROUND:

The Peer Assistance Review (PAR) program supports teachers who have been recommended based on the evaluation process or have requested PAR support services with professional development aligned to the California Standards of the Teaching Profession.

INFORMATION:

Kate Gallaway, our current math coach for grades K-8 will be supporting a teacher requiring PAR services. Kate Gallaway will mentor the teacher through weekly meetings, observations, and other identified supports for a total of 50 hours.

FISCAL IMPACT:

\$3000.

435 Hillcrest Avenue
Pacific Grove, CA 93950

CONTRACT FOR SERVICES

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

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

1. Scope of Service:

To provide: PAR (Peer Assistance Review) Service Provider Math Coaching

2. Evaluation and/or expected outcome(s)(continue on attached page if needed): Mentor a teacher who has been recommended for PAR services.

3. Length of the Contract:

Service is to be provided for the 2018-19 school year. Maximum of 50 hours

4. Financial Consideration:

Consultant to be paid at the rate of: \$60 per hour for 50 hours, not to exceed \$3000.00

Funding Source: 01-0000-0-1110-1000-5800-00-000-4401-0730 (PAR)

Consultant: Kate Gallaway

Address:

Phone:

Signed _____ Date _____

District Employee Independent Consultant

Signed _____ Date _____

Site/Program Administrator – (Check appropriate box below)

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

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

Signed _____ Date _____

Asst. Supt./Supt.

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Revised 9/05

Contract for Services Criteria

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

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

District/Site Administrator

Date

SUBJECT: Contract for Services with Play-Well TEKnologies for After School Enrichment Program

PERSON(S) RESPONSIBLE: Ani Silva, Director of Curriculum and Special Projects;
Natalie Montgomery, After School Enrichment Coordinator

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Play-Well TEKnologies for 2018-2019 school year.

BACKGROUND:

The After School Enrichment (ASE) program strives to bring fun and engaging classes for our Pacific Grove elementary students. With STEM/STEAM classes in strong demand from parents, the ASE program is happy to provide our students with this Lego class from Play-Well TEKnologies. The ASE program continues to contract with Play-Well TEKnologies, to bring STEM Lego classes for students in grades 1 - 5. During each 6 week session, this class meets once a week for 90 minutes. This class is always in high demand and fills up quickly.

INFORMATION:

Play-Well TEKnologies provides our elementary students with problem-solving skills, while providing an opportunity for creative expression, and fostering a greater appreciation of how things work. Their instructors encourage the qualities of inquisitiveness, self reliance, and self confidence in their students, and accomplish all this in the context of fun-filled engineering and architectural projects.

Students work individually, in teams, and as a group throughout the sessions. A short discussion and demonstration of the day's topic starts each meeting. Children are given a design/building assignment at the beginning of the meeting. Instructors provide individual assistance and instruction and facilitate challenges, performance testing, competitions, and modifications to projects. They provide all materials for the course each week. There is no 'take away' LEGO that goes home with the child after camp, only memories and new building skills.

Play-Well instructors have varied careers and educational backgrounds (mechanical engineering, architecture, biology, art, geology, education, civil engineering, etc.). More important, though, is they all share a common enthusiasm for kids, engineering, and LEGO. Many of the instructors have been leading classes and directing summer camps for several years.

FISCAL IMPACT:

The whole cost is covered by parents while signing up their student for this ASE class during each open registration period.

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

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

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

TEKnologies for services rendered as specified below.

1. **Scope of Service:**

To provide: A fingerprinted instructor for a STEM FUNDamental with LEGO Materials class for the Elementary After School Enrichment Program for the 2018-19 sessions.

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

Elementary students will have the opportunity to participate in an after school STEM class that utilizes the concepts of physics, engineering, and architecture.

3. **Length of the Contract:**

Service is to be provided on the following date(s):

ASE Fall I 2018: 9/10, 9/17, 9/24, 10/01, 10/08 (5 classes). Grades 1-3

ASE Fall II 2018: 10/22, 10/29, 11/19, 11/26, 12/03, 12/10 (6 classes) Grades 3-5

ASE Winter 2019: 1/14, 1/28, 2/04, 2/11, 2/25 (5 classes) Grades 1-3

ASE Spring 2019: 3/18, 3/25, 4/01, 4/15, 4/22, 4/29 (6 classes) Grades 3-5

4. **Financial Consideration:**

Consultant to be paid at the rate of: \$1,050.00 per 5 week session, to be paid at the conclusion of the each session. (Contingent upon class enrollment).

School Funding Source: 01.0023.0.1110.1000.2100.30.000.1350.0000 (ASE Program)

Consultant: Play-Well TEKnologies – Cortney Nelson Email: cortney@play-well.org

Address: 224B Greenfield Ave. San Anselmo, Ca 94960 Phone: 415-578-2476

Signed _____ Date _____

District Employee

Independent Consultant *

Signed _____ Date _____

Site/Program Administrator – (Check appropriate box below)

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

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

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

CONTRACT FOR SERVICES CRITERIA

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

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



Play-Well TEKnologies Letter Of Agreement 2018 - 2019 Courses

Consent Agenda Item I

Organization

Pacific Grove Unified School District

435 Hillcrest Ave
Pacific Grove, CA 93950

Pacific Grove Unified School District Contact

Natalie Montgomery

Email: nmontgomery@pgusd.org

Play-Well Contact

Primary Contact

Cortney Nelson - Area Manager

Phone: (W) 408-914-0199

Email: cortney@play-well.org

Business Office

224B Greenfield Avenue

San Anselmo, CA 94960

Phone: (W) 415.578.2746



Play-Well TEKnologies

Letter Of Agreement

2018 - 2019 Courses

Program Location

<p>Forest Grove Elementary 1065 Congress Ave Pacific Grove, CA 93950</p> <p>Site Phone: (831) 646-6560</p>
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Forest Grove Elementary Course Dates

Title / ID	Ages	Dates	Times	Price	Min/Max
STEM FUNdamentals with LEGO® Materials, Fall ID: 71740	Grades: 1 to 3	9/10/18 - 10/8/18 Mondays 5 Sessions	3:20pm - 4:50pm	Play-Well: \$1,050.00[*]	8 / 12
STEM Challenge with LEGO® Materials, Fall ID: 72937	Grades: 3 to 5	10/22/18 - 12/10/18 Mondays 6 Sessions Omit: Nov 5th, Nov 12th	3:20pm - 4:50pm	Play-Well: \$1,050.00[*]	8 / 12
STEM FUNdamentals with LEGO® Materials, Winter ID: 72938	Grades: 1 to 3	1/14/19 - 2/25/19 Mondays 5 Sessions Omit: Jan 21st, Feb 18th	3:20pm - 4:50pm	Play-Well: \$1,050.00[*]	8 / 12
STEM Challenge with LEGO® Materials, Spring ID: 72939	Grades: 3 to 5	3/18/19 - 4/29/19 Mondays 6 Sessions Omit: Apr 8th	3:20pm - 4:50pm	Play-Well: \$1,050.00[*]	8 / 12

[*] Price Per Course

Forest Grove Elementary Course Descriptions

STEM FUNdamentals with LEGO® Materials, Fall

Level up your engineering skills with Play-Well TEKnologies and tens of thousands of LEGO® parts! Apply real-world concepts in physics, engineering, and architecture through engineer-designed projects such as Motorcycles, Aircraft Carriers, Conveyor Belts, and Rail Racers! Design and build as never before, and explore your craziest ideas in a supportive environment. There are no prerequisites for this course.

STEM Challenge with LEGO® Materials, Fall

Level up your engineering skills with Play-Well TEKnologies and tens of thousands of LEGO® parts! Apply real-world concepts in physics, engineering, and architecture through engineer-designed projects such as Belt-Drive Cars, Truss Bridges, Rail Racers, and Pneumatic Forklifts! Design and build as never before, and explore your craziest ideas in a supportive environment. There are no prerequisites for this course.

STEM FUNdamentals with LEGO® Materials, Winter

Gear up your engineering skills with Play-Well TEKnologies and tens of thousands of LEGO® parts! Apply real-world concepts in physics, engineering, and architecture through engineer-designed projects such as: Houseboats, Mini Golf Courses, Forklifts, and the London Tower Bridge. Design and build as never before, and explore your craziest ideas in a supportive environment. There are no prerequisites for this course.

STEM Challenge with LEGO® Materials, Spring

Power up your engineering skills with Play-Well TEKnologies and tens of thousands of LEGO® parts! Apply real-world concepts in physics, engineering, and architecture through engineer-designed projects such as: Bulldozers, Hovercrafts, Hot Air Balloons, and the Great Wall of China Design and build as never before, and explore your craziest ideas in a supportive environment. There are no prerequisites for this course.




Play-Well TEKnologies Letter Of Agreement 2018 - 2019 Courses

Invoicing

Play Well will be responsible for invoicing the class

Please Note

1. Play-Well TEKnologies programs do not automatically continue; a new Letter of Agreement must be negotiated for new programs.
2. Programs must be conducted in a clean, indoor area on the first floor or in a room that is handicap accessible.
3. For programs held for multiple days, we prefer to use the same room each day.
4. If programs do not meet minimum enrollment, they may be combined or cancelled at our discretion. Do not automatically cancel a class that is below the minimum. Contact Play-Well first.
5. Students will not be able to keep LEGO materials. All materials used are the property of Play-Well TEKnologies and are not for sale or distribution.
6. Play-Well will provide Liability and Workers Compensation insurance verification if requested.
7. Client will collect all participant fees prior to start of program. Play-Well TEKnologies will invoice client after the program has started.
8. The Play-Well fee does not include any CLIENT markup. Please notify Play-Well Area Manager of total cost of class.
9. The first day of enrichment programs, we request access to the site approximately 15 minutes before and after for setup and cleanup.



Courtney Nelson for Play-Well TEKnologies

9/21/2018

Date

Pacific Grove Unified School District
Representative

Date

SUBJECT: Approval of Contract for Services with Uretsky Investigation Security

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Uretsky Investigation Security to provide residency investigation services.

BACKGROUND:

Since we are a Basic Aid district it is required that we ensure that the students attending our schools actually reside within the district boundaries. On some occasions it is necessary to have an investigation into the residency of some families to determine whether or not they reside in district.

INFORMATION:

Uretsky Investigation Security will provide residency information on families who may not be living in district.

FISCAL IMPACT:

The amount of the Contract is for up to \$3,000 paid from Business Services.

319-00071

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

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

URETSKY INVESTIGATIONS for services rendered as specified below.

1. **Scope of Service:**
To provide: investigation services for residency verification
2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):
Residency verification
3. **Length of the Contract:**
Service is to be provided on the following date(s):
July 1, 2018 – June 30, 2019
4. **Financial Consideration:**
Consultant to be paid at the rate of:
Not to exceed \$3,000
School Funding Source: General Fund
Account Code: 01-0000-0-0000-7300-5800-00-000-6120-0720

Consultant URETSKY INVESTIGATIONS
Address 201-D CALVE DEL OROS, DEL REY OROS, CA 93940
Signed [Signature] Date 7-3-18

District Employee Independent Consultant
Signed [Signature] Date 7/9/18
Site/Program Administrator (Check appropriate box below)

Contracted work was assigned using District's normal employment recruitment process.
 Contracted work was not assigned using District's normal employment recruitment process.
Attached Criteria Page (REQUIRED) identifies reason.
Signed [Signature] Date 7/9/18
Director of Human Resources
Signed [Signature] Date 7/10/18
Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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



Revised 02/15

EDD No

SUBJECT: Approval of Contract for Services with Uretsky Security for Asilomar Math Conference

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Uretsky Security to work the Asilomar Math Conference.

BACKGROUND:

The Northern California Mathematics Council (NCMC) has held their annual Asilomar Math Conference for more than 30 years on the Monterey Peninsula. They require unarmed security at Pacific Grove Middle School where their vendors set up booths. The security guards patrol the school campus during the days events and one guard remains on campus overnight.

INFORMATION:

Uretsky Security will provide unarmed security services for this year's conference to be held on November 30-December 1, 2018.

FISCAL IMPACT:

The amount of the Contract not to exceed \$1,000 and will be paid for by the NCMC. The district invoices them for facility and other related costs.

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

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

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

Uretsky Security_____ for services rendered as specified below.

1. **Scope of Service:**

To provide : unarmed patrol guard service for Asilomar Math Conference at PG Middle School.

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

Patrol site to maintain security of vendors and vendor wares during the conference

3. **Length of the Contract:**

Service is to be provided on the following date(s):

From Friday, November 30, 2018, at 4:30 p.m. to December 1, 2018, at 6 p.m.

4. **Financial Consideration:**

Consultant to be paid at the rate of:

Rate of \$25.00 per hour as follows:

(2) guards 11/30/18 4:30 p.m.-7:30 p.m.

(1) guard 11/30/18 7:30 p.m. – 12/1/18 8:00 a.m.

(2) guards 12/1/18 8:00 a.m. – 6:00 p.m.

School Funding Source:

01-0000-0-0000-7300-5800-00-000-6120-0720

(Asilomar Math Conference to reimburse district for fees)

Consultant: Uretsky Security

Address _____

Signed _____ Date 9/13/18

District Employee Independent Consultant *

Signed N/A Date _____

Site/Program Administrator – (Check appropriate box below)

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

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

Signed _____ Date 9/13/18

Director of Human Resources

Signed _____ Date 9/13/18

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

Contract for Services Criteria

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

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

District/Site Administrator

12/1/14

Date

SUBJECT: Contract for Services with Uretsky Security for Pacific Grove High School

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Uretsky Security for Pacific Grove High School.

BACKGROUND:

This Contract for Services is needed for added campus security for high school sports activities and on campus school dances. Uretsky Security has provided this service to the high school for many years during sports events, graduation and ASB school dances.

INFORMATION:

Uretsky Security will provide this service for the Pacific Grove High School's 2018-19 school year.

FISCAL IMPACT:

Funds will be allocated through the High School Athletics account.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

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

1. **Scope of Service:**
To provide : Security services at sporting events and dances for the high school
2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):
1-2 security guards (unarmed) as support for staff at sporting events and dances - regular season and possibly playoff games
3. **Length of the Contract:**
Service is to be provided on the following date(s):
This is for the school year 2018-19 starting September 2018 - June 2019
4. **Financial Consideration:**
Consultant to be paid at the rate of: \$25.00 per hour for each guard - not to exceed \$1000.00 per year

School Funding Source: Wells Fargo Bank Athletic Department Fund

Account Code: #1965169244/400

Consultant (Please print) Nick Cina

Address 201 Calle Del Oaks Suite D Del Rey Oaks CA 93940 Phone 831-324-0687

Signed Nick Cina

Date 9/27/18

District Employee Independent Consultant

Date _____

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

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

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

Signed _____
Director of Human Resources

Date _____

Signed _____ Date _____
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Revised 02/15

SUBJECT: Illuminate Education Custom Report Design and Build Services

PERSON(S) RESPONSIBLE: Matthew Binder, Director of Educational Technology

RECOMMENDATION:

The District Administration recommends that the Board review and approve service contract for software support services – Report Building Services by Illuminate Education.

BACKGROUND:

PGUSD has recently implemented Illuminate Student Information (ISI) as a replacement for PowerSchool as our student information system of record. One of the student attendance reports used by staff in the previous system was not immediately available in Illuminate. Middle and High School office staff have requested that this report be made available in ISI. Illuminate data support provides custom report development services to meet the unique reporting needs of their clients. With advanced SQL programming methods, Illuminate can create and/or recreate a variety of sophisticated, filter-enabled, printer-friendly reports on behalf of their clients and for use on the Illuminate platform.

INFORMATION:

See attached Professional Services Addendum

FISCAL IMPACT:

\$4000.00 (non-reoccurring): Measure A – Fund 21

Professional Service Addendum

This Professional Service Addendum to Software License and Support Agreement is entered into effective as of July 9, 2018, by and between Illuminate Education, Inc., a California corporation ("Illuminate") and the Pacific Grove Unified School District, ("District").

WHEREAS, District and Illuminate have entered into that certain Software License and Support Agreement dated November 6, 2017 (the "Agreement"); and

WHEREAS, District and Illuminate wish to supplement the Agreement to provide that Illuminate will make available customized prebuilt reports, the District will be provided the following services per this agreement:

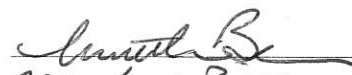
NOW, THEREFORE, Illuminate and District mutually agree as follows:

Scope of Work: Please see Exhibit A for Report Details

1. The District agrees to compensate Illuminate, for services rendered after the customized prebuilt reports have been completed.
2. The District agrees to compensate Illuminate for services rendered in one (1) installment totaling \$4,000. The District is to be billed after the project has been completed.
3. Other Provisions of Agreement. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the District and Illuminate have entered into this Agreement effective as of the date set forth above.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: 
 Print: MATTHEW BOWEN
 Title: Dir. Ed. Tech
 Date: July 9, 2018

ILLUMINATE EDUCATION, INC.


By: 
 Scott Hickson, CFO
 Date: 07/09/18

EXHIBIT A

Report Details

Report Building Service request for a report that works similarly to the Single Absence/Tardy Report. The report requested is a daily absentee report that provides a record for each student for the 8 potential periods they would attend in a day, and provides the attendance code per period (if applicable), as well as listing their grade level and primary phone number. This report should only be able to be run at the school/site level. You would like a filter similar to the filter found in the Single Absence/Tardy Report that allows you to select specific attendance flags if you choose.

Report Disclaimer

Any changes requested to the report outside of the scope detailed in this contract will require a new contract and may incur additional cost.

<p>Site Pacific Grove Middle School</p>	<p>Enrollment/Roster Date Control Panel (06-01-2018)</p>	<p>Student Group All Students</p>
<p>Courses Filter Courses (Optional)</p>		
<p>Teachers Filter Teachers (Optional)</p>		
<p>Classes Filter Classes (Optional)</p>		
<p>Students Filter Students (Optional)</p>		
<p>Additional Filters</p>		
<p>Student Programs Filter Student Programs (Optional)</p>	<p>Timeblocks Filter Timeblocks (Optional)</p>	<p>Grade Levels Filter Grade Levels (Optional)</p>
<p>English Proficiencies Filter English Proficiencies (Optional)</p>	<p>Reported Race All Reported Races</p>	<p>Additional Student Group Filter All Students</p>
	<p>Gender Male & Female</p>	<p>Special Education Special & Non Special Ed</p>
<p>Socio-Economic SED & Not SED</p>	<p>Counselors Filter Counselors (Optional)</p>	
<p>Attendance/Tardy Flags *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> <input type="checkbox"/> A - Unverified <input type="checkbox"/> B - Bereavement <input type="checkbox"/> C - Truant <input type="checkbox"/> E - Over Limit <input type="checkbox"/> F - Family <input type="checkbox"/> H - Home Hospital <input type="checkbox"/> I - Illness <input type="checkbox"/> L - Unexcused but Allowed <input type="checkbox"/> M - Medical <input type="checkbox"/> R - Religious <input type="checkbox"/> SUS - Suspension <input type="checkbox"/> T - Tardy </p> </div>		
<p> Download to PDF Download to Excel View in browser </p>		

Absentee Report

6/1/2018

Roster Date: Control Panel (06-07-2018)
Site: Pacific Grove Middle School

Gender(s): Male & Female	Reported Race: All Reported Races	Special Education: Special & Non Special	Socio-Economic: SED & Not SED	English Proficiencies: All						
		A	Unverified	H	Home Hospital	P	In-School Suspension	X	Not Enrolled	
		B	Bereavement	I	Illness	R	Religious	Y	Early Out	
		C	Truant	L	Unexcused but Allowed	S	Suspension			
		E	Over Limit	M	Medical	T	Tardy			
		F	Family	N	School Closed	V	School Activity			

Student	Grade	Phone	1	2	3	4	5	6	7	8
First Name Last Name [611143]	7	831xxx1902		T						
First Name Last Name [611620]	6	832xxx1818		T						
First Name Last Name [612543]	7	831xxx4807						T		
First Name Last Name [612515]	7	831xxx0525		T						
First Name Last Name [611282]	7	831xxx2975		T						
First Name Last Name [611176]	7	831xxx1218						T		
First Name Last Name [613868]	6	209xxx7210		T						
First Name Last Name [614710]	7	831xxx3308						T		
First Name Last Name [611217]	7	831xxx9796						T		
First Name Last Name [611304]	7	831xxx6886		T						
First Name Last Name [611201]	7	831xxx1755		T						

SUBJECT: ThyssenKrupp Elevator Americas Contract for Services

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the maintenance contract for services with ThyssenKrupp Elevator Americas for elevator and lift repairs at Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School and Forest Grove Elementary School.

BACKGROUND:

ThyssenKrupp currently services and tests the District's Elevators and lifts at Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School and Forest Grove Elementary School. This maintenance contract will cover minor repairs to the elevators and lifts during the 2018-2019 fiscal year.

INFORMATION:

Labor, equipment, and materials not to exceed \$20,000.00 and billed per occurrence.

FISCAL IMPACT:

Fund 14

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

ThyssenKrupp Elevators Americas		#651371	
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
2140 Zanker Road	San Jose	Ca	95131
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on or about October 5, 2018 and shall be completed on or before June 30, 2019.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:
Provide all labor, equipment, and materials for elevator and lift repairs at Pacific Grove High School, Pacific Grove Middle School, Forest Grove Elementary, & Robert Down Elementary

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. Prior to starting, the work shall be authorized by the District in writing. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid by billing the District for each repair at the labor rates in Exhibit "A" plus materials and mark-up. The total sum for repairs for fiscal year 2018-2019 shall not exceed \$20,000.00:

Source of Funds: Fund 14

- K. Payments will be made by the District to the Contractor as follows:
- 1) Lump Sum per repair
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

EXHIBIT "A"SCHEDULE OF INITIAL BASE HOURLY RATES FOR CONTRACTOR'S PERSONNEL

	Contractors Hourly Base Cost Including Fringe Benefits	Overhead and Profit Percentage	Straight Time Rate Hourly Selling Price	Time and Half Premium Rate Hourly Selling Price	Double Time Premium Rate Hourly Selling Price
Mechanic	\$140.02	10/5	\$496.00	\$843.00	\$992.00
Apprentice	\$112.01	10/5	\$396.00	\$673.00	\$792.00
Team	\$252.03	10/5	\$892.00	\$1,784.00	\$3,568.00

SUBJECT: Monterey Fire Extinguisher Contract for Services

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the maintenance contract for services with Monterey Fire Extinguisher for testing and repairs at Pacific Grove High School, Pacific Grove Middle School, Robert Down Elementary School, Forest Grove Elementary School, Pacific Grove Adult School, David Avenue Campus, and the District Office.

BACKGROUND:

Monterey Fire Extinguisher performs yearly re-certification of fire extinguishers, testing of fire sprinklers, and re-certification of fire hoses.

INFORMATION:

Labor, equipment, and materials not to exceed \$20,000.00 and billed per occurrence.

FISCAL IMPACT:

Fund 14

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

AGREEMENT FOR CONTRACTOR SERVICES

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Monterey Fire Extinguisher	#1019418		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
PO Box 1441	Monterey	Ca	93942
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on October 5, 2018 and shall be completed on or before June 30, 2019.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Fire extinguisher testing and maintenance, fire sprinkler testing, fire hose testing at PGHS, PGMS, Forest Grove, Robert Down, David Ave Campus, and District Office. Time and materials rates will be submitted prior to each job.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. Prior to starting, the work shall be authorized by the District in writing. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid by billing the District for each repair at the labor rates in Exhibit "A" plus materials and mark-up. The total sum for repairs for fiscal year 2018-2019 shall not exceed \$20,000.00:

Source of Funds: Fund 14 Deferred Maintenance

- K. Payments will be made by the District to the Contractor as follows:

- 1) Lump sum upon completion of services rendered.
 X 2) Monthly - in accordance with provision of services as invoiced
 3) Other _____

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2018.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

SUBJECT: Telemetrix Integrated Systems Contract for Services

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the maintenance contract for services with Telemetrix Integrated Systems for telephone programming and repairs at Pacific Grove High School and Pacific Grove Adult School.

BACKGROUND:

Telemetrix performs programming and system repairs that District Maintenance staff can't do because the systems are proprietary. This maintenance contract will cover minor repairs during the 2018-2019 fiscal year.

INFORMATION:

Labor, equipment, and materials not to exceed \$5,000.00 and billed per occurrence.

FISCAL IMPACT:

Fund 1

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Telemetrix Integrated Solutions		#771155	
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
3024 Owen Avenue	Marina	Ca	93933
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on or about October 5, 2018 and shall be completed on or before June 30, 2019.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:
Provide all labor, equipment, and materials for phone repairs at Pacific Grove High School and Pacific Grove Adult School

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. Prior to starting, the work shall be authorized by the District in writing. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid by billing the District for each repair at the labor rates in Exhibit "A" plus materials and mark-up. The total sum for repairs for fiscal year 2018-2019 shall not exceed \$5,000.00:

Source of Funds: Fund 1

- K. Payments will be made by the District to the Contractor as follows:
- 1) Lump Sum per repair
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

SUBJECT: Steele Tape Construction Contract for Fencing at Pacific Grove Adult School

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Steel Tape Construction, for the installation of fencing at Pacific Grove Adult School.

BACKGROUND:

This is to replace the fencing that is between the new Pre-School and Day Care playground and Community Garden. This will allow the garden and site to have separate fencing to accommodate the needs for each. For the daycare and preschool it provides a more secure and safer fencing. The new fence will have a gate so programs can access the garden for educational purposes.

INFORMATION:

Installation and materials cost \$3,900.00.

FISCAL IMPACT:

Adult Ed Fund 11

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Steel Tape Construction	#643289		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
1945 Grandview Street	Seaside	Ca	93955
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on September 10, 2018 and shall be completed on or before October 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:
Provide all labor, equipment and materials for the 4' chain link fencing and one gate at Pacific Grove Adult School.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid a lump sum:

\$3,900.00 (Lump Sum)

Source of Funds: Adult Ed Fund 11

- K. Payments will be made by the District to the Contractor as follows:
- 1) Progress Payments
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

SUBJECT: Award Bid to MBS Engineering Inc. for Pacific Grove Middle School Gas Line Replacement

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the MBS Engineering, Inc. bid of \$49,518.48 for the Pacific Grove Middle School gas line replacement.

BACKGROUND:

District maintenance staff discovered corrosion of the rooftop gas lines at the middle school that lead to the heating units. Upon further inspection it was determined that the majority of lines need to be replaced. Staff designed the project and put it out to a public bid. Five bids were received on September 25.

INFORMATION:

Bid Results

1) MBS Engineering Inc (San Ramon)	\$49,518.48
2) Jacob Construction (San Luis Obispo)	\$50,200.00
3) PRS, Inc (Monterey)	\$55,000.00
4) American Plumbing Systems (Rancho Cordova)	\$61,224.00
5) Commercial Plumbing & Building (San Jose)	\$65,850.00

FISCAL IMPACT:

½ Fund 1

½ Fund 14

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement, effective _____, 20__, is by and between Pacific Grove Unified School District, Monterey County, California, hereinafter called the "Owner" and MBS Engineering Inc hereinafter called the "Contractor."

WITNESSETH: That the Contractor and the Owner for the consideration hereinafter named agree as follows:

ARTICLE I. SCOPE OF WORK. The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

**Pacific Grove Middle School Gas Line Replacement
835 Forest Ave
Pacific Grove, Ca 93950**

ARTICLE II. TIME TO COMPLETE AND LIQUIDATED DAMAGES. Time is of the essence in this Contract, and the time of Completion for the Work ("the Contract Time") shall be agreed upon by Owner and Contractor prior to the start of work. The date of commencement of the Work will be (a) established in the Owner's Notice to Proceed, or (b) if no other date is established in a Notice to Proceed from Owner, the date of Contractor's actual commencement of the Work (including mobilization).

Failure to Complete the Work within the time and in the manner provided for by the Contract Documents shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Work were not Completed within the Contract Time are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of such delay include, but are not limited to, loss of the use of the Work, disruption of activities, costs of administration and supervision, and the incalculable inconvenience and loss suffered by the public.

ARTICLE III. PAYMENT AND RETENTION. The Owner agrees to pay the Contractor in current funds forty nine thousand five hundred and eighteen dollars forty eight cents (\$49,518.48) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof, as provided in the General Conditions.

ARTICLE IV. CHANGES. Changes in this Agreement or in the Work to be done under this Agreement shall be approved by the owner prior to work being performed.

ARTICLE V. TERMINATION. The Owner or Contractor may terminate the Contract as provided in the General Conditions.

ARTICLE VI. PREVAILING WAGES. The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be

qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

ARTICLE VII. WORKING HOURS. In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

ARTICLE VIII. APPRENTICES. The Contractor agrees to comply with Chapter 1, Part 7, Division 2, Sections 1777.5 and 1777.6 of the California Labor Code, which are hereby incorporated and made a part hereof. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for each five hours of work performed by a journeyman (unless an exemption is granted in accordance with Section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code Section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

ARTICLE IX. INDEMNIFICATION AND INSURANCE. The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of

Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000.00 per accident for bodily injury and property damage combined single limit.

ARTICLE X. ENTIRE AGREEMENT. The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

ARTICLE XI. EXECUTION OF OTHER DOCUMENTS. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

ARTICLE XII. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

ARTICLE XIII. BINDING EFFECT. Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

ARTICLE XIV. SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM. If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of _____, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

ARTICLE XV. AMENDMENTS. The terms of the Contract shall not be

SUBJECT: Field of Dreams Contract for Services

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Field of Dreams for the 2018-2019 school year.

BACKGROUND:

The district requires maintenance, grounds and site custodians to wear district identifiable uniform shirts. We have purchased this apparel in the past from Field of Dreams and they do the embroidery of the district logo and the employee name on the items.

INFORMATION:

Field of Dreams provides apparel and embroidery service for district employees that is not available within the district.

FISCAL IMPACT:

\$1,000 from Fund 01 Maintenance-Grounds

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

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

FIELD OF DREAMS for services rendered as specified below.

1. Scope of Service:

To provide: Uniforms and district logo embroidery on shirts and jackets

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

Maintenance, grounds and custodial employees will wear district identified uniforms

3. Length of the Contract:

Service is to be provided on the following date(s):

August 1, 2018 – June 30, 2019

4. Financial Consideration:

Consultant to be paid at the rate of:

Rates determined by quantify of uniforms and logos required This contract not to exceed the sum of \$1,000

School Funding Source: Fund 01, Maintenance & Operations, Grounds

Account Code: 01-8150-0-0000-8110-5800-00-000-6220-0720

Consultant (Please print) FIELD OF DREAMS DESIGNS INC

Address PO Box 300 PG, CA 93950 Phone 831-655-9630

Signed [Signature] Date 9/21/18

[] District Employee X [] Independent Consultant

Signed _____ Date _____

Site/Program Administrator (Check appropriate box below)

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

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

Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

SUBJECT: Contract for Services with Superior Hydroseeding for Hydroseeding Turf Grass at Pacific Grove Adult School Daycare

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Superior Hydroseeding, Inc. for the installation of turf grass at Pacific Grove Adult School Daycare.

BACKGROUND:

Contractor will hydro seed a turf grass mixture after district crews install the irrigation. This will provide a turfed playground of 13,000 sf for the pre-school and daycare. It will take approximately 3-4 weeks for the seed to grow and be ready to use.

INFORMATION:

Installation and materials cost \$2,314.00.

FISCAL IMPACT:

Adult Ed Fund 11

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Superior Hydroseeding	#683292		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
250 W. Riverside Drive	Watonsville	Ca	95076
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on or about October 15, 2018 and shall be completed on or before October 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:
Provide all labor, equipment, and materials for the placement 13,000 sf of turf grass.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid a lump sum:

\$2,314.00 (Lump Sum)

Source of Funds: Adult Ed Fund 11

- K. Payments will be made by the District to the Contractor as follows:
- 1) Progress Payments
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 20 _____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

SUBJECT: Approval of Additional Education Technology Purchase from Carousel Industries

PERSON(S) RESPONSIBLE: Bruce Cates, Director of Technology

RECOMMENDATION:

The District Administration recommends the Board review and approve an increase in wifi units from four (4) to twelve (12) purchased from Carousel Industries.

BACKGROUND:

The Board approved the purchase of four (4) units of Fortinet wifi from Measure A Education Technology funds. The opportunity has come up to purchase a total of twelve (12) units at a reduced price. This is the last of this type of equipment and the reduced price is only honored until the end of October.

INFORMATION:

Making this purchase will allow the district to maintain the current quality of wifi throughout the district and this equipment is the same as what we already have. Two (2) of the units will be funded by Adult Education

FISCAL IMPACT:

\$1,325.36 Fund 11 Adult Education
\$6,626.80 Fund 21 Measure A Ed Technology



Proposal for Pacific Grove Unified School District

Quote Number: 314267

Solution Proposed: Fortinet AP's

Date: 9/19/2018

Carousel Information:

Anthony Ciampa
 Account Executive
 650-954-2814
 ACiampa@Carouselindustries.com



Client Information:

Bruce Cates
 Director of Education & IT
 435 Hillcrest Ave
 Pacific Grove, CA 93950-4398
 831-646-6525
 bcates@pgusd.org

Itemized List

Qty.	Product Code:	Product Description	Unit Price	Ext. Price
Product:				
12	AP1020E	Fortinet AP1020e - Wireless Access Point	\$ 580.00	\$ 6,960.00
Maintenance:				
12	FC-10-P1K2E-247-02-12	AP1020E 24x7 FortiCare Contract	\$ 82.68	\$ 992.16

Pricing is valid for 30 days

Product: \$ 6,960.00
 Maintenance: \$ 992.16
Total Solution: \$ 7,952.16

All new products are guaranteed to be as specified by the manufacturer's documentation, and are provided with the manufacturer's standard Product warranty. All refurbished components are covered by a Carousel direct warranty.

Customer is responsible for any electrical service, environmental conditions and cable work needed to support the quoted Products, unless otherwise specified on the Quote. Any changes to the above Products and /or Scope of Work will require the written authorization of both Carousel and the Customer. Pricing does not include taxes and freight charges, and as applicable, these costs will be added to the invoice.

All work is done subject to the terms and conditions of Carousel's Master Sales Agreement, unless Carousel and the Customer have previously agreed to otherwise in writing.

By signing below, Customer makes an offer to purchase the Products and/or Services above from Carousel. Carousel's acceptance of this offer to purchase shall be evidenced by the conversion of the Quote into a Carousel Service Order, and the return of the Service Order number to the Customer.

By: _____

Title: ASSISTANT SUPERINTENDENT

Date: 9/25/18

SUBJECT: Adopt Resolution No. 1023 Designating Authorized Agents to the Monterey & San Benito Property & Liability Joint Powers Authority

PERSON RESPONSIBLE: Ralph Gómez Porras, Superintendent;

RECOMMENDATION:

The Administration recommends that the Board of Education review and adopt Resolution No. 1023 designating authorized agents to represent our District in the Monterey & San Benito Property & Liability Joint Powers Authority.

BACKGROUND:

The District participates within a Joint Powers Authority (JPA) with other school Districts to provide Liability and Property Insurance.

INFORMATION:

The attached Resolution will authorize Superintendent Ralph Gomez Porras as Alternate and Assistant Superintendent Song Chin Bendib as Primary to be empowered to represent the best interests of the District in the JPA.

FISCAL IMPACT:

None.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION#1023

Approval of District Representative to Joint Powers Authority

WHEREAS, it is necessary for the effective administration of Pacific Grove Unified School District that the District have two representatives (one primary and one alternate) to the Board of Directors of those Joint Powers Authorities in which the District participates; and

WHEREAS, Pacific Grove Unified School District belongs to Joint Powers Authorities which administer respectively, Property & Liability Insurance.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Pacific Grove Unified School District do authorize the following individuals to represent the best interests of the District in the following Joint Powers Authority:

- Monterey & San Benito Property & Liability Joint Powers Authority:
 - Primary: Song Chin Bendib
 - Alternate: Ralph Porras

ADOPTED this ___ day of _____, 2018, by the Board of Education of the Pacific Grove Unified School District by the following roll call vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

President of the Governing Board of Pacific Grove Unified School District

Attested to:

Secretary of the Governing Board of Pacific Grove Unified School District

SUBJECT: Superintendent's Goals 2018-19

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Superintendent recommends that the Board review and approve the Superintendent's Goals for 2018-19.

BACKGROUND and INFORMATION:

Every year the Superintendent works with the Board to establish performance goals that are aligned with the approved Board Goals, District Strategic Plan and the Local Control Accountability Plan (LCAP). The five Goals are focused on specific target areas listed in the above mentioned plans and include action steps that have been designed to address all of the various aspects of the District operations. The Goals are reviewed annually and are available for the Board during the Superintendent's evaluation in the Spring. The Goals are also used to determine direction for the entire administrative team.

FISCAL IMPACT:

None at this time.



Pacific Grove Unified School District Superintendent's Goals & Objectives 2018-19

I.

Context: Strategy One - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement; Services and Budget Alignment

Goal #1: The Superintendent will lead the District through the use of Professional Development, Teacher Collaboration Opportunities and Renewed Student Assessment protocols to align instructional programs/practices with the California Academic Standards

Activities

- Continuous review of evaluation practices with Director II Human Resources
- “Equity” professional development goals for administrators (began summer 2017)
- Work with District Safety Director to regularly review and revise district safety protocols, as needed
- Focus on math instruction and Next Generation Science Standards (NGSS) in all classrooms, with a focus on elementary programs, staff development, and assessment strategies aligned with state and local measures
- Work with District staff to review and discuss strategies to implement the goals of the Board Goals, Strategic Plan, LCAP and Site Actions Plans
- Implementation of a renewed Technology Plan to align with Measure A and Board Goals
- Collaborate with the Director of Curriculum/Special Projects, Technology Directors, and other administrators, to continue establishing and implementing District wide formative assessments/interim benchmarks supported by the use of Professional Learning Communities, teacher planning days, and other similar staff collaboration efforts
- Coordinate efforts with the Assistant Superintendent of Business Services to align the annual District budget with instructional and curricular needs in order to implement the LCAP, California Academic Standards and requisite support programs
- Monitor, review and revise the Adult School programs, as needed
- Attend conferences and workshops to stay informed of relevant educational, legislative, and fiscal advances and challenges; Maintain membership and networks in professional organizations, including committee and task force level participation in the Association of California School Administrators; Serve on and participate in various local and state committees and service groups



Pacific Grove Unified School District Superintendent's Goals & Objectives 2018-19

II.

Context: Strategy One - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement

Goal #2: To utilize continuous improvement strategies, professional learning communities and other collaboration efforts at all levels of the District to foster high academic achievement as the District's highest priority

Activities

- Using an equity lens, evaluate and revise existing programs and instructional strategies for effectiveness and potential revision using student academic progress metrics, feedback from staff, and other surveys
- Provide opportunities for District/Site administrators and teachers to be conversant in the language of the California Academic Standards, CA Dashboard, state and local assessments, and to be accountable to one another for implementation and assessment practices
- Provide opportunities for all staff to be conversant with the LCAP and instructional intervention strategies to support its listed goals
- Present to the Board, staff and community an assessment of student achievement, data and results based on Federal, State and local District measures
- Present multiple opportunities for teachers to utilize assessment results (SBAC) and local measures data to inform and to improve instructional practices for increased student achievement and learning for all students
- Establish and adhere to a regular site visitation schedule
- Support the Director of Curriculum/Special Projects & Director of Ed Tech to continue using curriculum committees to further the alignment, implementation and utilization of common performance assessments and standards
- Review student achievement data with administrators and direct them to set, support and monitor improvement goals as part of the administrative evaluation process
- Continue to align Single School Plans with the District Strategic Plan, LCAP and Board Goals



Pacific Grove Unified School District Superintendent's Goals & Objectives 2018-19

III.

Context: **Strategy Two** - Staff Recruitment, Retention and Professional Development
Strategy Three- Communications

Board Goal: Credibility, Confidence and Communication: We will develop strategies to promote a high level of communication, collaboration and interaction with the Pacific Grove Unified School District community

Goal #3a: To promote a positive and supportive view of PG Schools within our District, our local community, and region, which maintains trust, confidence and credibility

Goal #3b: To provide high quality, relevant and aligned professional development activities for District staff

Goal #3c: Maintain safe and orderly campuses and immediately address issues of student safety

Activities

- When appropriate, promptly communicate issues of student safety with all stakeholders; respond promptly to issues and requests raised by the School Board, staff and community
- Utilize formal and informal communication methods to keep Trustees, District staff, parents and all stakeholders informed and up-to-date on District and site issues
- Utilize School Site Councils, PTAs, advisory groups, etc. as vehicles through which to receive and to disseminate information, especially with LCAP, Strategic Plan, and Board Goals
- In collaboration with District staff, coordinate with state and local agencies to develop a comprehensive professional development plan directly relate to District goals and needs
- Implementation of safety training for all district staff (Keenan and Big 5)
- Oversee and maintain a Human Resources program that closely monitors staffing, recruits productive and successful employees, and addresses issues directly related to personnel
- Work with legal counsel to directly address relevant legal matters in a timely and responsible manner
- Collaborate with public and private agencies in initiatives and partnerships that support the PGUSD mission and goals
- Represent and promote the District throughout the local community, region, state and nation



Pacific Grove Unified School District Superintendent's Goals & Objectives 2018-19

IV.

Context: Strategy Five - The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Program, Services and Budget Alignment

Goal #4: To maintain financial accountability and budget integrity

Activities

- Annually review the management organizational structure and recommend potential improvements
- Work with the Chief Business Officer to deliver regular administrative training on the District budget, budget operations, and budget development
- Oversee and maintain a budget process that is timely and understandable to the public, including regularly published budget book
- Bring accurate information and recommendations to the Board
- Through the Assistant Superintendent of Business Services, complete maintenance projects and services that further a safe and secure environment for students and staff



Pacific Grove Unified School District Superintendent's Goals & Objectives 2018-19

V.

Context: Strategy Three - Communications

Strategy Five- The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Credibility, Confidence and Communication

Goal #5a: To maintain productive relationships with all employee groups

Goal #5b: To ratify, with Board approval, contracts and agreements that are fair and fiscally sound and reflect current and predicted federal, state and local budget scenarios

Activities

- Facilitate productive sessions for collective bargaining and “meet and confer” sessions with all employee groups, as directed by the Board of Education
- Meet with employee organization representatives regularly to resolve issues of mutual concern
- Establish primary interests of all parties to further productive and workable agreements
- Facilitate problem solving between administration and staff, parents and other stakeholders at the lowest tier possible

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2018-19 School Year

Aug. 23	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ 2018-2019 Consolidated Application ✓ Set Date for Annual Organizational meeting ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 11	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	District Office
Sept. 20	Regular Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised ✓ Williams Uniform Complaint Report	Robert Down (School Site Visit)
Oct. 4	Regular Board Meeting ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	District Office
Oct. 25	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2018-19 Working Budget (Preliminary First Interim)	Middle School (School Site Visit)
Nov. 1	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion ✓ Review of Enrollment, Class Size and Teacher Ratios	High School (School Site Visit)
Nov. 15	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	Forest Grove (School Site Visit)
Dec. 13	Organizational Meeting ✓ Election of 2018-2019 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #3 ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition	District Office

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

Board Meeting Calendar, 2018-19 School Year

Jan. 17	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2019-20 ✓ Property Tax Update ✓ Quarterly District Safety Update*	Adult School (School Site Visit)
Jan. 31	Regular Board Meeting	Community High School (School Site Visit)
Feb. 14	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office
Mar. 7	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #4 ✓ Open House Schedules Reviewed	District Office
Mar. 21	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report ✓ Quarterly District Safety Update*	District Office
Apr. 4	Regular Board Meeting ✓ Board Priorities for 2019-20 Instructional Program Design ✓ Review of Strategic Plan and LCAP ✓ Begin Superintendent Evaluation ✓ Approve 2019-20 Aug.- Dec. Board Meeting Calendar	District Office
April 25	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule ✓ California Day of the Teacher ✓ Week of the CSEA Employee	District Office
May 2	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ Final Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Employee Recognition	District Office
May 23	Regular Board Meeting ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2019-20 ✓ Continue Superintendent's Evaluation ✓ Identify Board Member Representatives for Graduations ✓ Review Facility Use Fee Schedule ✓ Review Governor's Revised Budget ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
June 6	Regular Board Meeting ✓ LCAP Public Hearing ✓ 2019-20 Budget Public Hearing ✓ Complete Superintendent Evaluation	District Office

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

SUBJECT: Review of Bus Ridership

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

RECOMMENDATION:

The District Administration recommends that the Board review the bus ridership information compared with prior years.

BACKGROUND:

The District has provided bus transportation to and from school for several years. When ridership began falling in 2006-07 and 2007-08, the District reduced bus fees in order to attract more riders. While most families pay a fee per student, families that qualify for the Free-and-Reduced-Meal program also qualify for free transportation. The District is currently running bus routes that provide transportation for both Regular and Special Education students.

INFORMATION:

As of September, 2018, the District provides Regular Education transportation for 196 riders. The number of riders increased each year since 2007-08 when there were only 144 riders, and then decreased in 2016-17 but increased again in 2017-18. Of the 196 riders in the current year, 67 riders (34%) are riding free due to meeting the household income rules allowed under the Free-and-Reduced-Meal program.

The cost of the Transportation program is budgeted to be \$320,477 in 2018-19. The revenue that pays for the program comes from three sources:

- 1) The state Home-to-School Transportation revenue provides \$105,091 (33%),
- 2) Transportation Fees collected from riders provides \$15,000 (5%)
- 3) The General Fund Contribution provides \$200,386 (62%).

For comparison purposes, below are the transportation fees charged at Pacific Grove Unified School District, Carmel Unified School District, and Monterey Peninsula Unified School District.

	1 st Rider	2 nd Rider	3 rd Rider (or more)
1) PGUSD	\$100	\$ 50 (\$150)	Free (\$150)
2) CUSD	\$200	\$200 (\$400)	\$100 (\$500)
3) MPUSD	\$200	\$160 (\$360)	\$120 (\$480)

FISCAL IMPACT:

This report is informational only.

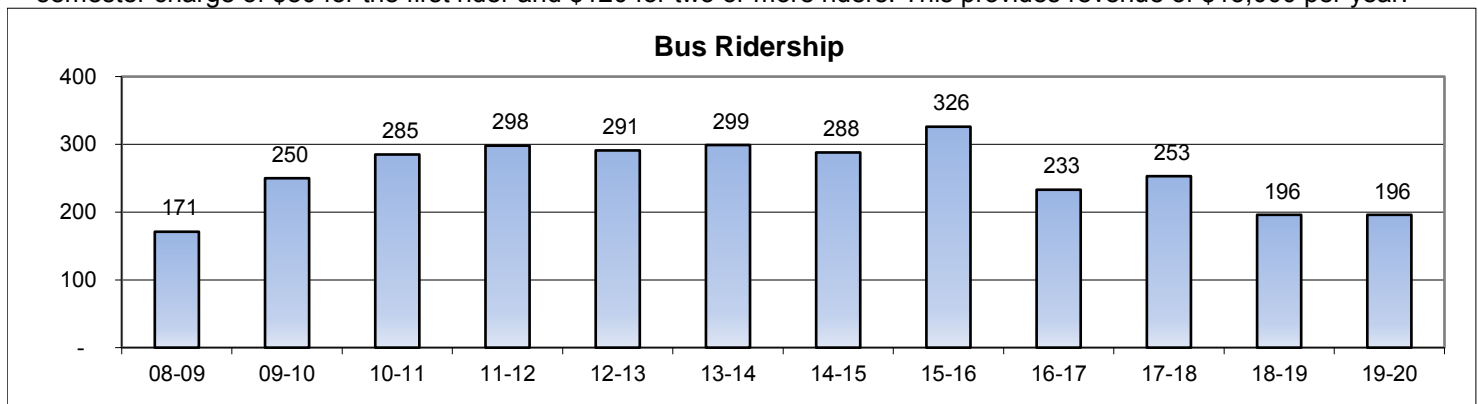
Pacific Grove Unified School District

Bus Ridership

	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	estimate
Forest Grove												
Del Monte Park	23	53	72	79	40	37	27	44	26	52	49	49
Pebble Beach	16	12	13	16	27	67	60	60	44	37	22	22
Beach Track	6	15	18	19	14	13	20	19	15	4	5	5
Total Forest Grov	45	80	103	114	81	117	107	123	85	93	76	76
Robert Down												
Del Monte Park	7	1	8	5	10	4	1	3	1	2	-	-
Pebble Beach		5	7	5	13	9	9	5	3	1	2	2
Beach Track	36	62	58	47	58	40	48	55	38	51	41	41
Total Robert Dow	43	68	73	57	81	53	58	63	42	54	43	43
Middle School												
Del Monte Park	15	16	22	22	16	17	17	22	35	22	16	16
Pebble Beach	15	19	20	25	21	28	32	38	12	24	17	17
Beach Track	20	33	29	24	34	35	27	25	26	33	27	27
Total Middle Scho	50	68	71	71	71	80	76	85	73	79	60	60
High School												
Del Monte Park	1	1	5	8	7	2	3	6	9	2	1	1
Pebble Beach	9	14	7	14	17	12	12	12	5	8	7	7
Beach Track	23	19	26	34	34	35	32	37	19	17	9	9
Total High Schoo	33	34	38	56	58	49	47	55	33	27	17	17
Total Ridership												
Del Monte Park	46	71	107	114	73	60	48	75	71	78	66	66
Pebble Beach	40	50	47	60	78	116	113	115	64	70	48	48
Beach Track	85	129	131	124	140	123	127	136	98	105	82	82
Total District	171	250	285	298	291	299	288	326	233	253	196	196
Change	27	79	35	13	(7)	8	(11)	38	(93)	20	(57)	-
Percent Change	18.8%	46.2%	14.0%	4.6%	-2.3%	2.7%	-3.7%	13.2%	-28.5%	8.6%	-22.5%	0.0%
Free Riders	71	105	122	135	105	139	122	125	88	84	67	67
percent of total	42%	42%	43%	45%	36%	46%	42%	38%	38%	33%	34%	34%

1 The District offers free transportation to families that qualify for the Free or Reduced Meals program.

2 The District charges an annual fee of \$100 for the first rider and \$150 for two or more riders. We also offer a per semester charge of \$80 for the first rider and \$120 for two or more riders. This provides revenue of \$15,000 per year.



SUBJECT: 2017- 2018 California Assessment of Student Performance and Progress (CAASPP) Results

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

RECOMMENDATION:

The District Administration recommends the Board review the 2017-2018 California Assessment of Student Performance and Progress results for target student groups.

BACKGROUND:

The California Assessment of Student Performance and Progress is comprised of the Smarter Balanced Assessments (SBA), administered in grades 3-8 and grade 11 in English Language Arts and Mathematics. The Smarter Balanced Assessment is comprised of two components; a computer adaptive portion and a performance task for both content areas of English Language Arts/Literacy (ELA) and Mathematics. The Smarter Balanced assessments were first administered in 2014-15.

INFORMATION:

The presentation will highlight the following:

- Target groups performance levels (English learners, socio-economic disadvantaged, Students with disabilities)
- Multi year comparisons from Year 1 (2014-2015) to year 4 (2017-2018)
- Grade level performance level by claim in ELA and Math
- Cohort growth from one grade level to the next in ELA and Math
- Growth comparison between target groups and peer groups

FISCAL IMPACT:

None.

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 October 4, 2018 Regular Board Meeting:

- Cell Phone/Electronics Board Policy Review (Oct 2018)
- Review of Field Trips within Pacific Grove (Dec 2018)
- Foreign Language (Fall 2018)
- Long Term Counseling Study (Fall 2018/Winter 2019)
- Board Self Evaluation Review (Winter 2018)
- Affordable Housing Project Impacts to District
- Review of Classified Evaluation Process
- Review of Community High School (Jan 31, 2019)
- School Breakfast Program
- Review of David Avenue Site Location (March 2019)