

# REVISED

**\*\*\*GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*  
\*\*RE CORONAVIRUS COVID-19\*\***

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

**MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY AT THE FEBRUARY 4, 2021 MEETING VIA LIVESTREAM. THE LINK(S) WILL BE PROVIDE 24 HOURS PRIOR TO THE MEETING. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA WILL BE TAKEN VIA LIVESTREAM AT THE TIME INDICATED ON THE AGENDA. PUBLIC COMMENT ON SPECIFIC ITEMS ON THE AGENDA WILL BE TAKEN DURING THE TIME THAT ITEM IS DISCUSSED.**

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

Trustees

*John Paff, President*

*Brian Swanson, Clerk*

*Cristy Dawson*

*Carolyn Swanson*

*Jon Walton*

*Gabriella Giraldo, Student Representative*

**DATE:** Thursday, February 4, 2021

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

**LOCATION:** **VIRTUAL MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/89324935533?pwd=cldFOUxGdTNLNG9qemdRRGRRWDNsZz09>

Meeting ID: 893 2493 5533

Passcode: 368642

One tap mobile

+13462487799,,89324935533#,,,,\*368642# US (Houston)

+16699006833,,89324935533#,,,,\*368642# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 893 2493 5533

Passcode: 368642

Find your local number: <https://pgusd.zoom.us/j/84481212121>

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

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

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

## AGENDA AND ORDER OF BUSINESS

### I. OPENING BUSINESS

A. Call to Order

B. Roll Call

C. Adoption of Agenda

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Dawson \_\_\_ B. Swanson \_\_\_ Paff \_\_\_ C. Swanson \_\_\_ Walton \_\_\_

### II. CLOSED SESSION

A. Identify Closed Session Topics

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

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
4. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

**III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]
3. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
4. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Pledge of Allegiance

**IV. COMMUNICATIONS**

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

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

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

**VI. CONSENT AGENDA**

*Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

- A. Minutes of January 21, 2021 Board Meeting 7  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Minutes of January 30, 2021 Special Board Meeting 15  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.

- C. Certificated Assignment Order #12 17  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #12.
- D. Classified Assignment Order #12 19  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #12.
- E. Acceptance of Donations 21  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- F. Cash Receipts Report No. 3 22  
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.
- G. Contract for Services with MoGo Urgent Care 24  
Recommendation: (Matt Kelly, Director Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with MoGo Urgent Care for the 2020-2021 school year.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

**VII. ACTION/DISCUSSION**

- A. Impact of COVID-19 on High School Student Grades 32  
Recommendation: (Lito M. García, Pacific Grove High and Pacific Grove Community High School Principal; Matthew Binder, Director of Educational Technology) The Pacific Grove High School Administration recommends the Board review and approves the request to submit for publication in the journal *Significance* which is the official magazine and website of the Royal Statistical Society (RSS) and the American Statistical Association (ASA) the article Impact of COVID-19 on High School Student Grades: An Early Case Study Conducted by Harrison Schramm and Isaac Rubin.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

- B. Pacific Grove High School Athletics Competition 33  
Recommendation: (Lito M. García, Pacific Grove High and Pacific Grove Community High School Principal; Lauralea Gaona, Pacific Grove High School Athletic Director) The Pacific Grove High School Administration recommends the Board review and approve the request for athletic competition to begin as each sport enters the designated colored tier based on the California Interscholastic Federation (CIF) organization of sports and COVID-19 tier, as determined by the California Department of Health and the Monterey County Department of Health for sports at Pacific Grove High School.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

- C. First and/or Final Read – Measure D Master Plan 35  
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and provide feedback to the Measure D Master Plan.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

- D. Board Calendar/Future Meetings 47  
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: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

## VIII. INFORMATION/DISCUSSION

- A. District Update on Response to COVID-19 50  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

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

- B. Update on Teacher Housing/Affordable Housing 51  
Recommendation: (Ralph Gómez Porras, Superintendent; Jon Walton, Trustee) The Administration recommends that the Board receive an update on affordable housing in Pacific Grove.

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

C. District Review of Distance Learning 52

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on Distance Learning including how to improve for students and families and a review of academic progress:

- Survey to families
- Review of instructional minutes of the elementary schools
- Review of grades and enrollment levels
- Social emotional support of students

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

D. Review of Budget Development Calendar for 2021-22 53

Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review the Budget Development Calendar for fiscal year 2021-22.

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

E. Future Agenda Items 55

Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

- Added January 21, 2021: Board requested a review and to receive recommendations by an HVAC expert (March 4, 2021)
- Board requested a presentation on Diversify Our Narrative (March 4, 2021)
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Added January 21, 2021: Board requested a review of budget class sizes (March 18, 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (March 18, 2021)
- Board requested a renewed discussion about district solar panels (May 20, 2021)

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

**IX. ADJOURNMENT**

Next Board regular Board meeting: March 4, 2021 – VIRTUAL

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of January 21, 2021 – VIRTUAL

**I. OPENED BUSINESS**

- A. Called to Order 5:32 p.m.
  
- B. Roll Call

	Clerk:	Trustee Brian Swanson
	Trustees Present:	Trustee Dawson
		Trustee Paff
		Trustee Carolyn Swanson
		Trustee Walton
Administration Present:		Superintendent Porras
		Asst. Superintendent Chin-Bendib
Board Recorder:		Mandi Ackerman
Student Board Member:		Gabriella Giraldo

C. Adopted Agenda

**MOTION Dawson/Paff to adopt agenda as presented.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 5 – 0**

**II. CLOSED SESSION**

- A. Identified Closed Session Topics
  1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
  2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
  3. Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9  
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
  4. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 5:34 p.m.

**III. RECONVENED IN OPEN SESSION**

6:32 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]

This item was not discussed due to time. The Board will return to closed session at the end of the meeting to discuss.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]

This item was not discussed due to time. The Board will return to closed session at the end of the meeting to discuss.

3. Conference with Legal Counsel regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9  
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686

The Board discussed this item.

4. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)

The Board discussed this item and gave direction to Administration.

B. Pledge of Allegiance

Led By: Trustee Brian Swanson

**IV. BOARD ORGANIZATION: ELECTION OF BOARD PRESIDENT**

A. Election of President to Serve for One-Year Period

Trustee Paff was nominated by Trustee Dawson, Trustee Carolyn Swanson and Trustee Brian Swanson. The Board voted unanimously 5 – 0.

**V. COMMUNICATIONS**

A. Written Communication

The Board received one letter from a parent regarding reopening schools and a letter regarding equity in education.

B. Board Member Comments

Pacific Grove High School Student Representative Gabriela Giraldo provided a brief update of activities happening at Pacific Grove High School including Poetry Out Loud.



Trustee Carolyn Swanson noted she was honored to be in the meeting; said she watched the inauguration and felt the spirit of education; spoke about a conversation she had with a parent and shared with the public that when the Board receives an email from the public, only the Board president will respond on behalf of the Board; said she was excited about the upcoming Special Board meeting on January 30 regarding Board goals and encouraged the public to come and participate; noted she was invited to the Monterey Peninsula Affordable Housing Coalition; noted this meeting is Superintendent Porras's 300<sup>th</sup> meeting.

Trustee Swanson thanked Superintendent Porras for being a tremendous guide to the District.

Trustee Dawson said she was excited about the new administration's vaccine goals.

Trustee Paff congratulated Superintendent Porras.

C. Superintendent Report

Superintendent Porras noted the inauguration, said democracy is amazing to watch, said many teachers had their students watching parts of the inauguration; spoke about Poetry Out Loud at Pacific Grove High School; spoke about classroom visits and acknowledged all the staff including the inspiring teachers; spoke about the Association of California School Administrators Superintendent's Symposium which is scheduled next week; spoke about presenting at Pacific Grove Rotary.

D. PGUSD Staff Comments (Non Agenda Items)

Robert Down Elementary School Principal Sean Keller invited the Board and public to the counselor's "Let's Talk" book group on Tuesday, January 26, 2021. Principal Keller also updated the Board on the recent Cocoa with the Principal event.

Pacific Grove High School Principal Lito Garcia noted the Lead Commission of the Pacific Coast Athletic League said effective immediately, the formal league schedules in all sports are suspended for the remainder of the year.

Director II of Human Resources Billie Mankey recognized two pending retirees: Susan Lozada, 37 years with the District, and Jayne Lord, 30 years with the District.

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

Parent Heloisa Junqueira spoke about protecting confidentiality when announcing positive COVID cases, and contact tracing.

**VII. CONSENT AGENDA**

- A. Minutes of January 7, 2021 Board Meeting
- B. Certificated Assignment Order #11
- C. Classified Assignment Order #11
- D. Acceptance of Donations
- E. Warrant Schedule No. 627
- F. School Accountability Report Cards
- G. Howard Carter Associates, Inc. Contract Change Order 001
- H. Electronic Equipment To Be Discarded
- I. Contract for Service with Pacific West Water Purification, Inc.

The Board pulled items F and I to Action/Discussion.

**MOTION Brian Swanson/Dawson to approve consent agenda A-E, G-H.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 5 – 0**

**VIII. ACTION/DISCUSSION**

- A. Consent Item I- Contract for Services with Pacific West Water Purification, Inc.

The Board asked a clarifying question. Pacific Grove High School Principal Lito Garcia addressed the question.

**MOTION Dawson/Brian Swanson to approve the Contract for Services with Pacific West Water Purification, Inc.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 4 – 0, 1 abstain**  
**Trustee Carolyn Swanson abstained from the vote.**

- B. Consent Item F- School Accountability Report Cards

The Board shared feedback, discussed and asked questions.  
Director of Curriculum and Special Projects Ani Silva answered questions by the Board.

**MOTION Brian Swanson/Dawson to approve the School Accountability Report Cards.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 5 – 0**

C. 2019-2020 Financial Audit Report and Measures A Financial & Performance Audit Report

Auditor Ryan Zelinski with Eide Bailly presented information to the Board. The Board discussed this item.

**Public comment:**

Pacific Grove High School Teacher Larry Haggquist said he would be happy to attend any trainings to improve the ASB process.

**MOTION Dawson/Brian Swanson to approve the 2019-2020 Financial Audit Report and Measures A Financial & Performance Audit Report.**

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

D. Measure D – Series A – Year 1 – Priority Projects

Director of Facilities and Transportation Matt Kelly presented information to the Board. The Board discussed and provided feedback.

**Public comment:**

Director of Student Services Clare Davies spoke about ADA compliance and noted the Facilities department responds immediately to such concerns.

Mary Quindimill appreciated the Board looking into the HVAC system and encouraged the Board to make sure the students are safe and healthy.

Steve Thomas spoke about the health and safety of students and encouraged the District to hire a HVAC consultant for the cleanest air possible; said HVAC should be moved to the top of the priority list.

Robert Down Elementary School Principal Sean Keller thanked Director Kelly; said the District may want to consider switching from tire fields to sand; spoke briefly about Robert Down Elementary School field issues.

**MOTION Dawson/Brian Swanson to approve the Measure D - Series A - Year 1 - Priority Projects.**

**Motion CARRIED by roll call vote 4 – 1**

**Trustee Walton voted against**

E. E-Waste Pacific Grove Unified School District Equipment

**MOTION Dawson/Paff to approve the E-Waste Pacific Grove Unified School District Equipment.**

**Public comment: none**

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

F. Older Chromebook Fleet Surplus HP 11 G3

**MOTION Dawson/Carolyn Swanson to approve the Older Chromebook Fleet Surplus HP 11 G3.**

**Public comment: none**

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

G. Revised Job Description for Classified Position Administrative Assistant IV

**MOTION Paff/Dawson to approve the Revised Job Description for Classified Position Administrative Assistant IV.**

**Public comment: none**

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

H. Board Calendar/Future Meetings

Changes to the Board calendar include edits to the February 4, 2021 items list:

The Personnel items (#2 and #4) are the same. One will be removed and the item will be moved to the March 4, 2021 Board meeting.

The Review of Site Master Schedules item is specific to Pacific Grove High School and will be moved to the March 4, 2021 Board meeting.

**MOTION Brian Swanson/Dawson to approve the Board meeting calendar, as amended.**

**Public comment: none**

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

**IX. INFORMATION/DISCUSSION**

A. District Update on Response to COVID-19

Superintendent Porras provided a brief update, including a synopsis of the proposed revisions Governor’s plan being discussed by the legislature, the process of following up on a positive COVID-19 test, and employee contract tracing. District Nurse Katrina Powley also contributed to the discussion, including Monterey County Health Department protocols.

Trustee Swanson reminded the public that counselors are available and encouraged families to safely get outside.

**Public comment:**

Teacher Kilene Brosseau asked if the District will remain in Distance Learning for the remainder of the school year.

B. Review of the Governor’s Budget Proposal for 2021-22

Assistant Superintendent Song Chin-Bendib presented information to the Board.

**Public comment: none**

**MOTION Paff/Dawson to extend the meeting until 10:20 p.m.**

**Public comment: none**

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

C. Future Agenda Items

- ~~Board requested a Special Board Meeting for Board Goals, Strategic Plan and Superintendent Goals (Tentative January 28, 2021)~~
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Board requested an update about teacher housing (TBD)
- Board requested a presentation on Diversify Our Narrative (TBD)
- Board requested a renewed discussion about district solar panels (Spring 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (Late April 2021)
- A member of the public requested the District review how to improve Distance Learning for students and families including (~~Late January~~ February 4, 2021):
  - Survey to families
  - Review of instructional minutes of the elementary schools
  - Review of grades and enrollment levels
  - Social Emotional Support of Students
- Board requested academic review of grades by grade level including AP for middle and high school (Early February)

The following items were assigned February 4, 2021 date:

- Board requested an update about teacher housing (TBD)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (Late April 2021)

The following items were added to the calendar as of January 21, 2021:

- The Board added review and receive recommendations by an HVAC expert
- The Board added a review of budget class sizes

X. CLOSED SESSION (continued)

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session

10:10 p.m.

**XI. RECONVENED IN OPEN SESSION**

10:23 p.m.

A. Reported action taken in Closed Session:

- 5. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

- 6. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

**XII. ADJOURNED**

10:24 p.m.

Approved and submitted:

\_\_\_\_\_

Dr. Ralph Gómez Porras  
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Special Meeting of January 30, 2021 – VIRTUAL

**I. OPENED BUSINESS**

- A. Called to Order 9:02 a.m.
- B. Roll Call
  - President: Trustee Paff
  - Clerk: Trustee Brian Swanson
  - Trustees Present: Trustee Dawson  
Trustee Carolyn Swanson  
Trustee Walton
  - Administration Present: Superintendent Porras  
Asst. Superintendent Chin-Bendib
  - Board Recorder: Mandi Ackerman
- C. Adopted Agenda

**MOTION Dawson/Brian Swanson to adopt agenda as presented.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 5 – 0**

- D. Pledge of Allegiance Led By: Trustee Paff

**II. INFORMATION/DISCUSSION**

The Board reviewed and discussed, in a study session format, the current and future School Board Goals. The following topics were discussed:

- Specific Board Goals
  - The Board reviewed Board Goals in detail and made recommended edits
  - This item will return at a future regular meeting as an Action/Discussion item
- Governance Handbooks Review
  - The Board briefly reviewed and discussed this item
- Board Self-Evaluation
  - The Board recently participated in the CSBA Self Evaluation
  - The Board will review results from the CSBA Self Evaluation at a future regular meeting
- Process for Developing Board Policy
  - The Board discussed this item
- Strategic Plan Review
  - The Board will review and revise the District Strategic Plan based on the Board Goals at a future regular meeting
- Goals for the Superintendent Review
  - The Board will discuss this item in Closed Session at future regular meetings
  - This item will return as an Action/Discussion item at a future regular meeting
- Measure D/ Facilities Bond Goals and Objectives
  - Director of Facilities and Transportation Matt Kelly presented Measure D communication, administrative, and projects plans

**III. ADJOURNED**

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Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board



- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Certificated Assignment Order #12

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #12.

**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.

**NEW TEMPORARY SHORT TERM HIRE:**

Michael Pontarolo PGHS In Person Intervention Support for DL teachers and on-site Small Group Cohort Students, 4 days per week, paid per time sheet at the Substitute Rate of \$137 per day. Position is subject to enrollment and programmatic needs and may be daily or intermittent during the time period of January 26, 2021 and ending on or before May 28, 2021. CARES ACT Funded

**ADDITIONAL SHORT TERM ASSIGNMENT:**

Larry Haggquist, 2000-2021 WASC Report Writer, paid per time sheet at the hourly instructional rate, not to exceed \$2,500 (Funded through Site Discretionary)

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Classified Assignment Order #12

**DATE:** February 4, 2021

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

**Page 1 of 2**

**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #12

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 12  
February 4, 2021**

**Page 2 of 2**

**ADDITIONAL SHORT TERM ASSIGNMENT:**

Laurie Weddington, PGHS Instructional Assistant (Special Education), short term increase of 1 hour per day for a total of 8 hours per day, to support student in person learning, additional hour paid per time sheet, Range 31, Step G, effective February 1, 2021 and dependent upon student enrollment and DL program status.

**LEAVE OF ABSENCE:**

Teresa DeWitt, RDE Paraprofessional, 7 hours per day, 180 day work calendar, requests maternity/paternity leave beginning approximately March 5, 2021 through May 28, 2021

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

**SUBJECT:** Acceptance of Donations

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

None

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

None

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

None

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

**SUBJECT:** Cash Receipts Report No. 3

**DATE:** February 4, 2021

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

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**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 November 24, 2020 through January 25, 2021.

**INFORMATION:**

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

**PGUSD  
BOARD REPORT # 3 Cash Receipts**

November 24, 2020 - January 25, 2021

Date	Num	Name	Account	Amount
Nov 24, '20 - Jan 25, 21				
12/02/2020	20477	RETIREE INSURANCE	RETIREE INSURANCE	1,689.00
12/08/2020	20478	RETIREE INSURANCE	RETIREE INSURANCE	4,908.44
12/08/2020	20479	MBCS/Monterey Bay Charter School	UTILITIES	904.26
12/08/2020	20480	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,577.07
12/08/2020	20481	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
12/08/2020	20482	STATE OF CALIFORNIA	CAFETERIA	3,772.64
12/08/2020	20483	STATE OF CALIFORNIA	CAFETERIA	44,503.93
12/08/2020	20484	STATE OF CALIFORNIA	SP ED	5,673.87
12/08/2020	20485	VOID	VOID	
12/08/2020	20486	Robert Down Elementary	DONATION	60.00
12/08/2020	20487	PGMS PTA	DONATION	5,670.00
12/08/2020	20488	PGMS	DONATION	8.00
12/08/2020	20489	ADULT EDUCATION	ADULT EDUCATION	1,030.00
12/08/2020	20490	ADULT EDUCATION	ADULT EDUCATION	1,000.00
12/08/2020	20491	ADULT EDUCATION	CREDIT CARD SALES	28,304.89
12/08/2020	20492	ADULT EDUCATION	ADULT EDUCATION	157.79
12/08/2020	20493	CAFETERIA	CAFETERIA	143.25
12/08/2020	20494	RETIREE INSURANCE	RETIREE INSURANCE	56.00
12/08/2020	20495	STATE OF CALIFORNIA	PRESCHOOL	30,725.00
12/22/2020	20496	RETIREE INSURANCE	RETIREE INSURANCE	26,532.83
12/22/2020	20497	MISC	CAFETERIA	200.00
12/22/2020	20498	Maria Rivera	INS PAYMENT	245.21
12/22/2020	20499	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
12/22/2020	20500	MBCS/Monterey Bay Charter School	UTILITIES	1,876.02
12/22/2020	20501	STATE OF CALIFORNIA	CAFETERIA	49,075.90
12/22/2020	20502	STATE OF CALIFORNIA	UTILITIES	4,180.46
12/22/2020	20503	MISC	REFUND	0.99
12/22/2020	20504	PGMS PTA	CAFETERIA	100.00
12/22/2020	20505	Fran Castorina	INS PAYMENT	270.89
12/22/2020	20506	ADULT EDUCATION	ADULT EDUCATION	285.00
01/05/2021	20507	CAFETERIA	CAFETERIA	181.00
01/05/2021	20508	ADULT EDUCATION	ADULT EDUCATION	1,045.00
01/05/2021	20509	ADULT EDUCATION	ADULT EDUCATION	8,469.66
01/07/2021	20510	RETIREE INSURANCE	RETIREE INSURANCE	8,738.70
01/25/2021	20511	RETIREE INSURANCE	RETIREE INSURANCE	11,701.74
01/25/2021	20512	STATE OF CALIFORNIA	SP ED	2,517.30
01/25/2021	20513	STATE OF CALIFORNIA	PRESCHOOL	40,925.00
01/25/2021	20514	MISC	BUSINESS OFFICE	6.00
01/25/2021	20515	PGMS	DONATION	300.00
01/25/2021	20516	PGMS	DONATION	676.80
01/25/2021	20517	Maria Rivera	INS PAYMENT	245.21
01/25/2021	20518	American Fidelity	PAYROLL	215.64
01/25/2021	20519	ADULT EDUCATION	CREDIT CARD SALES	29,232.92
01/25/2021	20520	ADULT EDUCATION	CREDIT CARD SALES	39,492.67
01/25/2021	20521	ADULT EDUCATION	ADULT EDUCATION	145.00
01/25/2021	20522	STATE OF CALIFORNIA	CAFETERIA	37,575.00
Nov 24, '20 - Jan 25, 21				<u>450,067.98</u>

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

**SUBJECT:** Contract for Services with MoGo Urgent Care

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with MoGo Urgent Care for the 2020-2021 school year.

**BACKGROUND:**

The District is required by California Highway Patrol and Department of Motor Vehicles to have school bus drivers submit to an annual physical examination. Monterey Bay Urgent Care had provided this service for the district for the past several years but closed their local office in the middle of last year. MoGo Urgent Care will now be providing these mandated physical examinations.

**INFORMATION:**

MoGo Urgent Care provides medical services that are not available within the district.

**FISCAL IMPACT:**

Fund 01 \$1,000 Transportation Budget



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**435 Hillcrest Avenue  
Pacific Grove, CA 93950**

**CONTRACT FOR SERVICES**

This contract is an agreement between the Pacific Grove Unified School District and MoGo Urgent Care, MONTEREY for services rendered as specified below.

**1. Scope of Service:**

To provide:

Physical examinations for district school bus drivers as required for CHP and DMV compliance for the 2020-21 school year.

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

District bus drivers are physically fit to drive school buses and to perform routine drug and alcohol testing for district bus drivers as required by CA law.

**3. Length of the Contract:**

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

February 5, 2021 – June 30, 2021

**4. Financial Consideration:**

Consultant to be paid at the rate of:

\$125 per visit not to exceed \$1,000

School Funding Source: Transportation

Account Code: 01-0000-0-0000-3600-5800-00-000-7900-0720

Consultant (Print Name) MoGo Urgent Care

Address 2020 Del Monte Avenue, Suite B, Monterey, Ca. 93940

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) X The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent 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

**Services Agreement**  
**Between**  
**MoGo Urgent Care**  
**And**  
**Pacific Grove Unified School District**

The parties have executed this Services Agreement on the day and year written below.

For: <b>Pacific Grove Unified School District</b>	For: <b>MoGo Urgent Care</b>
Signature: _____	Signature: _____
Print Name: <u>Song Chin-Bendib</u>	Print Name: <u>Christopher Stegge</u>
Title: <u>Assistant Superintendent</u>	Title: <u>Chief Operating Officer</u>
Date: _____	Date: _____

**THIS SERVICES AGREEMENT** (“Agreement”), effective \_\_\_\_\_, is made and entered into by and between Pacific Grove Unified School District, on behalf of itself and its Affiliates (hereinafter “PGUSD”), and MoGo Urgent Care, a California nonprofit public benefit corporation (hereinafter “Provider”). Provider and PGUSD are each a “Party” and collectively, the “Parties.”

WHEREAS, PGUSD is a California employer who wishes to have Provider render certain services for its employees (Members) on PGUSD’s behalf; and

WHEREAS, the Parties desire to enter into this Agreement in order to facilitate the provision of certain requested services to Members; and

WHEREAS, the Parties resolve that by executing this Agreement, any prior agreements between the parties shall be superseded by this Agreement.

NOW, THEREFORE, in consideration of the premises set forth above and the terms, covenants, and conditions set forth below, the Parties mutually agree as follows:

**SECTION I**  
**DEFINITIONS**

- 1.1 **Member** shall mean an individual person referred to Provider by PGUSD for services provided under this Agreement.
- 1.2 **Non-Covered Services** shall mean those healthcare services that are *not* covered under this Agreement and are therefore the financial responsibility of the Member.
- 1.3 **Provider** shall mean MoGo Urgent Care, including its affiliated providers or other entities obligated as a part of this Agreement.
- 1.4 **Regulatory Agencies** shall mean all applicable federal, state, and local law, and all related rules and regulations promulgated by all federal, state, and local regulatory entities and their designees who either have jurisdiction or responsibility for oversight of various aspects of this Agreement.

- 1.5 **Services** shall mean those services rendered by Provider under this Agreement at the request of PGUSD which are listed in Schedule A.

**SECTION II**  
**REFERRALS**

- 2.1 **Referrals for Services.** Provider understands and accepts that referrals for Services covered under this Agreement to PGUSD are subject to referrals by PGUSD. Provider understands that there is no guarantee of referrals because of this Agreement. The parties understand and agree that the terms and conditions of this Agreement are the sole and absolute source of reimbursement for the Provider and that no other consideration shall be made to Provider.

**SECTION III**  
**RESPONSIBILITIES OF PROVIDER**

- 3.1. **Provision of Covered Services.** Provider shall provide Services to Members consistent with the scope of Provider’s license, certification, or accreditation, and in accordance with professionally recognized standards in effect at the time services are rendered in a manner that ensures availability, timely access, continuity of care, and cultural and linguistic sensitivity during regular business hours. Provider shall provide Covered Services in accordance with, and shall otherwise comply with, all provisions of Regulatory Agencies as amended from time to time. Provider further acknowledges that it is not restricted from advising Members about their health status, medical care, or treatment regardless of benefit coverage if the Provider is acting within its scope of practice.
- 3.2. **Licensure and Credentialing.** Provider agrees to maintain all medical and other necessary licensure for the duration of this Agreement.
- 3.3. **Record-Keeping and Access.** Provider agrees to maintain and allow access to PGUSD and Regulatory Agencies to inspect and audit each Provider entity’s books, records, medical records, papers, documents, and facilities as may be necessary to fulfill all compliance and reporting obligations. Such information shall be available at all reasonable times and upon demand during normal business hours, and to the extent feasible, such records shall be in California. This right to inspect and audit shall extend no less than ten years from the end of the year in which this Agreement terminates (per Medicare regulations 422.504(d)(e)(4)).
- 3.4. **Non-Payment; Hold Harmless; No Surcharges; Patient Waivers.** Provider agrees that in no event, including but not limited to non-payment, insolvency, or a breach of this Agreement, shall Provider bill, charge, collect a deposit from, seek compensation, remuneration, or reimbursement from, or have any recourse against Members or persons other than PGUSD. This provision shall not prohibit the collection of any applicable co-payments, deductibles, or coinsurance from Members.
- 3.5. **Insurance Coverage.** During the course of this Agreement, Provider shall maintain sufficient professional liability, general liability, and other insurance coverage of not less than \$1,000,000 per occurrence, \$3,000,000 annual aggregate, or such other amounts as may be required by Regulatory Agencies. Provider shall provide proof of coverage on request. PGUSD shall be notified within ten (10) days of any reduction or cancellation of insurance coverage.
- 3.6. **Non-Discrimination.** Provider shall comply with all applicable Regulatory Agencies prohibiting discrimination against any Member on the grounds of race, color, age, creed, sex, religion, ancestry, national origin, marital status, sexual orientation, income level, health status, plan membership, or physical or mental handicap, including but not limited to Title VI of the Civil Rights Act 42 USC 200d;

the Americans with Disabilities Act, 42 USC 12101 et seq; the 1975 Age Discrimination Act, as amended, 42 USC 6101 et seq; the 1974 Rehabilitation Act as amended, 29 USC 794; and Executive Order 11246 “Equal Employment Opportunity” as amended by Executive Order 11375, and all laws, rules, and regulations issued pursuant to each of the above.

- 3.9. **HIPAA Compliance; Medical Record Confidentiality.** Provider represents that it is and will be in compliance with HIPAA and all of its standards within the timeframes as required by law. Provider further acknowledges that medical records and protected health information (“PHI”) shared between the parties shall remain confidential in accordance with HIPAA and any other laws or regulations addressing the confidentiality of medical and/or protected health information.
- 3.10. **Other Regulatory Compliance.** Provider agrees to comply with all applicable municipal and county ordinances and regulations, and all applicable state and federal laws and regulations as may be in effect now or hereafter, to the extent that they directly or indirectly bear upon the subject matter of this Agreement.

**SECTION IV**  
**TERM AND TERMINATION**

- 4.1. **Term.** This Agreement shall remain in effect for an initial term of two years. This Agreement also replaces all prior Agreements, if any, between the parties. After the initial term, this Agreement will continue for consecutive annual periods thereafter, unless terminated as provided below.
- 4.2. **Voluntary Termination.** After the initial term, Provider may terminate this Agreement by giving PGUSD written notice of its intent not to renew at least 90 days prior to the anniversary date. PGUSD may terminate this Agreement with one 90 days’ prior written notice at any time during the term of this Agreement.

**SECTION V**  
**COMPENSATION**

- 5.1. **Compensation.** PGUSD agrees to pay, and Provider agrees to accept, the amounts set forth in Schedule A. Provider acknowledges that a referral for Services may be required before specific services are provided, and that not obtaining prior authorization may result in denial of claims.
- 5.2. **Payment.** Provider agrees to submit all claims, bills, or invoices for payable services in a complete and readable format. All bills or invoices will be paid within the sooner of 30 days of receipt.
- 5.4. **Prior Referral Required.** Provider recognizes and acknowledges that a prior referral from PGUSD must be obtained for services rendered under this Agreement.

**SECTION VI**  
**MISCELLANEOUS**

- 6.1. **Mutual Indemnification.** Each party agrees to indemnify, defend, and hold harmless the other, its agents, employees, shareholders, directors, and representatives from and against any and all liability or expense, including defense costs and legal fees, incurred in connection with claims for damages of any nature, including but not limited to bodily or personal injury, death, property damage, or other damages arising from the performance of or failure to perform under this Agreement, unless it is determined that the liability was the direct consequence of negligence or willful misconduct on the part of the other, its agents, employees, shareholders, directors, and representatives. This provision shall survive termination of this Agreement.

- 6.2. **Independent Contractor Status.** In the performance of the work, duties, and obligations of this Agreement, it is mutually agreed and understood that Provider is at all times acting and performing as an independent contractor. PGUSD does not have or exercise control or direction over Provider’s work or functions, except that the interest of PGUSD is to ensure that medical services are rendered in a competent, efficient, and satisfactory manner. Provider shall not have any claim against PGUSD for vacation, sick leave, retirement, pension, social security, disability, workers’ compensation, or unemployment benefits of any kind for staff that are employed or contracted by Provider.
- 6.3. **Binding Agreement and Assignment.** This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives. This Agreement is not assignable, in whole or in part, by any party without the prior written consent of the other. Such assignment shall not be unreasonably withheld.
- 6.4. **Validity.** The invalidity and non-enforceability of any term or provision of this Agreement shall in no way affect the validity or enforceability of any other term or provision. The waiver by either party of a breach of any provision shall not operate as or be construed as a waiver of any subsequent breach.
- 6.5. **Amendments.**
  - a. Provider reserves the right to amend this Agreement by giving 30 days’ written notice of such amendment or it may be amended by mutual written consent of the parties.
  - b. This Agreement shall be automatically amended as changes are made in order to remain in contractual compliance with all applicable municipal and county ordinances and regulations, and all applicable state and federal statutes and regulations (collectively “Compliance Regulation”). Such amendments shall for purposes of Compliance Regulation bind the parties whether or not provided for directly in this Agreement.
- 6.6. **Entire Agreement.** This instrument and the exhibits, schedules, and attachments hereto contains the entire agreement between the parties and supersedes all prior understandings, agreements, and representations, written or oral, on the same subject matter. This Agreement shall be governed under the laws of California except as preempted by federal law.
- 6.7. **Agreement Confidentiality.** The terms and conditions of this Agreement shall be held strictly confidential. A breach shall be considered a material breach and a condition of immediate termination of this Agreement. Notwithstanding the foregoing, the parties agree this Section 6.7 shall not apply to public board meetings and it is understood PGUSD is required to disclose the terms and conditions of this Agreement to comply with open public meeting guidelines.
- 6.8. **Proprietary Information.** Provider shall maintain all Member information, including but not limited to, the Member’s name, address, telephone number, and any other information that identifies a particular Member (“Member Information”) in compliance with all applicable confidentiality and Member record and accuracy requirements.
- 6.9. **Notice.** Any notice to be provided pursuant to the terms hereof shall be deemed given when deposited in postage prepaid, certified, or registered mail, return receipt requested, at the following address:

PROVIDER:

Cynthia L. Peck, President/CEO  
 MoGo Urgent Care  
 P.O. Box HH  
 Monterey, California 93942

PGUSD:

Denise Engles  
 Pacific Grove Unified School District  
 435 Hilcrest Ave  
 Pacific Grove, California 93950

- 6.10. **Schedules and Exhibits.** The following schedules are attached hereto and included in this Agreement.

Schedule A – Provider Compensation

**SCHEDULE A**  
**PROVIDER COMPENSATION**

For those services listed below, Provider shall be paid in accordance with the following rate schedule:

Department of Transportation Physicals - \$125.00

CONFIDENTIAL

- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Impact of COVID-19 on High School Student Grades

**DATE:** February 4, 2021

**PERSON(S) RESPONSIBLE:** Lito M. García, Pacific Grove High and Pacific Grove Community High School Principal;  
Matthew Binder, Director of Educational Technology

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**RECOMMENDATION:**

The Pacific Grove High School Administration recommends the Board review and approves the request to submit for publication in the journal *Significance* which is the official magazine and website of the Royal Statistical Society (RSS) and the American Statistical Association (ASA) the article Impact of COVID-19 on High School Student Grades: An Early Case Study Conducted by Harrison Schramm and Isaac Rubin.

**BACKGROUND:**

In the Fall of 2020 Mr. Isaac Rubin, PGHS Math Teacher, requested and was granted data on student grades to analyze, report on, and ultimately submit for publication, in conjunction with Mr. Harrison Schramm who holds joint accreditation from the American and Royal Statistical Societies a report that answers the question - "How has the change in pedagogy due to Distance Learning impacted grade distributions in PGUSD?"

**INFORMATION:**

Data collected on the impact of distance learning on PGHS students' final course grades specifically in the four core academic subject areas - Math, Science, English, Social Studies. Comparisons were made using R-statistical programming of final course grades from the past four years, 2016 through 2019, to those from Semester 1 of this academic year, 2020-21.

**FISCAL IMPACT:**

None



- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Pacific Grove High School Athletics Competition

**DATE:** February 4, 2021

**PERSON(S) RESPONSIBLE:** Lito M. Garcia, Pacific Grove High School and Pacific Grove Community High School Principal;  
Lauralea Gaona, Pacific Grove High School Athletic Director

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**RECOMMENDATION:**

The Pacific Grove High School Administration recommends the Board review and approve the request for athletic competition to begin as each sport enters the designated colored tier based on the California Interscholastic Federation (CIF) organization of sports and COVID-19 tier, as determined by the California Department of Health and the Monterey County Department of Health for sports at Pacific Grove High School.

**BACKGROUND:**

The recent removal of the Stay at Home Order by Governor Newsom has created an opportunity for athletic competition to take place.

Competition is allowed under the guidelines outlined by the California Department of Health and the CIF starting January 25, 2021 for sports based on a colored tier system.

- Widespread/Purple Tier - Cross Country, Golf, Swimming, Tennis, Track, and Field
- Substantial/Red Tier - Baseball, Softball
- Moderate/Orange Tier - Football, Boys Lacrosse, Soccer, Volleyball, Water Polo
- Minimal/Yellow Tier - Basketball, Competitive Cheer, Wrestling

In addition, the Pacific Coast Athletic League (PCAL) Board of Managers met and took the following action regarding PCAL sports for the remainder of the 2020-2021 school year: effective immediately, the formal league schedules in all sports are suspended for the remainder of the year. This was done to give all 34 league schools, their districts, and governing Boards the maximum flexibility to provide their students with sports experiences when and as the current restrictions change and their local situations allow.

**INFORMATION:**

Under the guidelines outlined by the California Department of Health as it relates to youth sports and the CIF, Pacific Grove High School Athletics is requesting the PGUSD Board of Education approve PGHS student-athletes to compete in athletics as a sport enters the designated colored tier. PGHS Athletics will follow all required health precautions and practices while conducting conditioning sessions, practices, and competitions.

**FISCAL IMPACT:**

Reduction in normal yearly athletic costs due to a reduction in competition opportunities, elimination of travel outside the peninsula, seasons, and season length.

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** First and/or Final Read– Measure D Master Plan

**DATE:** February 4, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and provide feedback to the Measure D Master Plan.

**BACKGROUND:**

The Pacific Grove community (67.91%) voted “yes” and passed the Measure D maintenance bond in March 2020. Measure D will provide PGUSD with \$30 million to repair aging facilities and infrastructure. Measure D is broken up into four disbursements titled Series A, B, C, and D. Series A bonds will be sold late Spring of 2021 and be spent over two years until Series B funds come available in Spring of 2023.

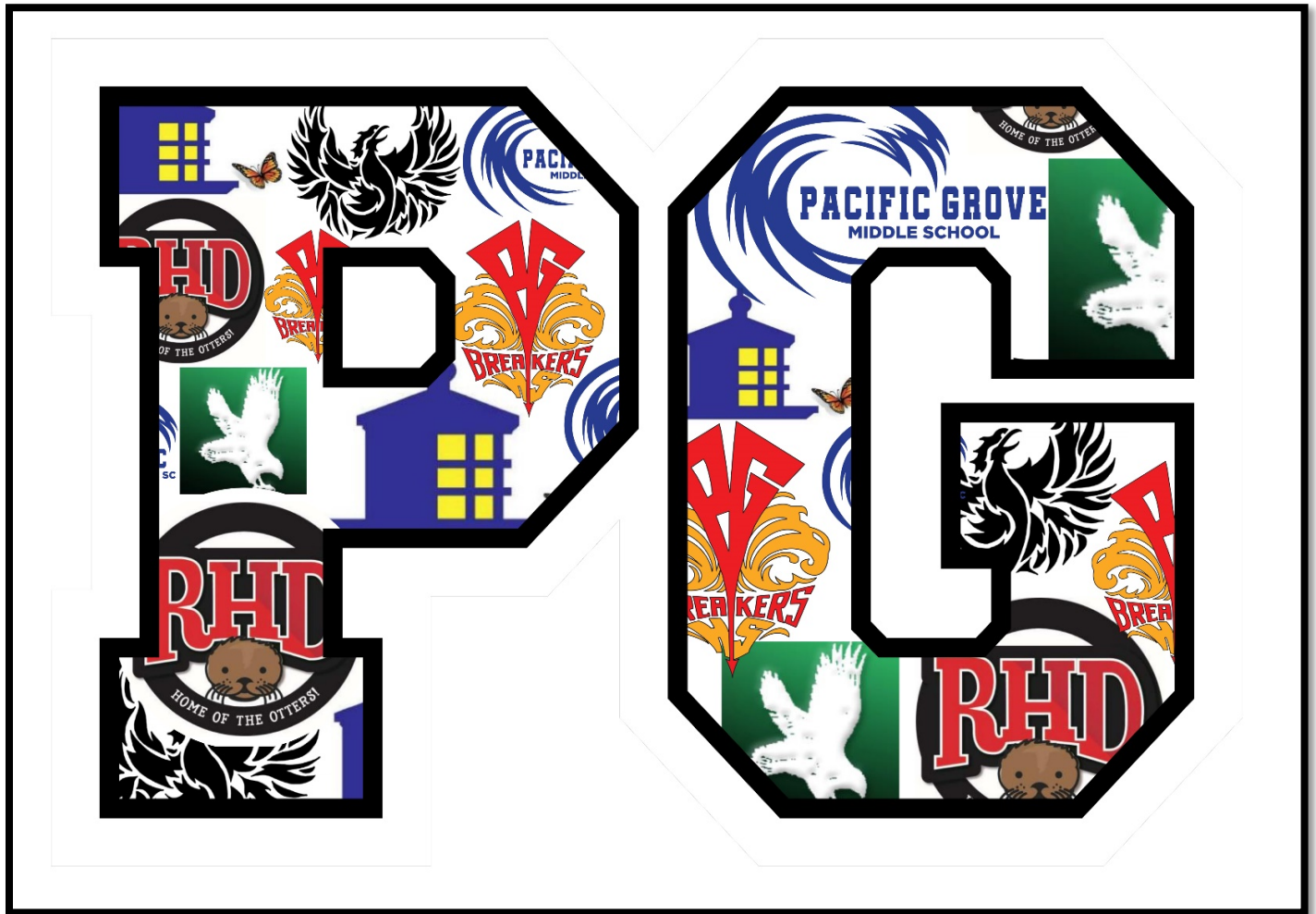
**INFORMATION:**

At the January 30<sup>th</sup>, 2021 Special Meeting the Board was presented the Measure D Communications, Administrative, and Projects Plan. The plan is broken into three sections. 1) The communications plan provides direction to who, how, and when communication will be provided by administration. 2) The administration plan lays out how the bond will be managed by administration. 3) The Projects Plan is a list of projects that will be completed.

This is the first and/or final reading of the plan in which the public may provide feedback, and the Board may approve as written or provide further direction for approval at a future meeting. Any direction from the Board will be incorporated into the plan and posted to the Measure D website as a “Draft Review.” If further information is to be added, the plan will be brought back to the March 4, 2021 Board meeting for another reading.

**FISCAL IMPACT:**

None at this time



# Measure D Master Plan

Communications, Administrative, and Projects

February 4, 2021

# COMMUNICATIONS PLAN

## INTRODUCTION

The Measure D Communications Plan will serve as a guide to effectively communicate with the Pacific Grove Unified School District community. Communications will consist of project goals, site impacts, and timelines, all while ensuring transparency for the expenditure of bond funds. Communication needs to be widely circulated, efficiently organized for the target audience, and accessible.

## COMMUNICATIONS PLAN GOALS

- Inform the Board of Education
- Consistently demonstrate transparency
- Promote progress and good news
- Communicate and link bond progress to the District's commitment to voters
- Educate stakeholders to the "why" of projects
- Build and maintain community trust

## TARGET AUDIENCES

- Board of Education
- Citizens' Bond Oversight Committee
- Administration/Principals
- PGUSD Staff
- PGUSD Parents
- PGUSD Students
- District Support Organizations (PTA & PG Pride)
- Neighbors
- Taxpayers
- Community Organizations
- Business Organizations
- Intergovernmental Agencies

## COMMUNICATIONS METHODS

- Board of Education Meetings
- Citizens' Bond Oversight Committee Meetings
- PGUSD Website – Measure D page
- Print
- E-Mail
- Social Media
- PGUSD staff meetings
- School Site Council Meetings
- Signage – Project specific signage or banners

## COMMUNICATIONS AND REPORTING MATRIX

Audience	Type	Purpose	Frequency	Distribution
Board of Education	Regularly Scheduled Meetings	Key Events: schedule, contract awards, project status	Bi-Monthly	Staff Updates Action Items Board Docs
Board of Education	Monthly Report	Program Update	Monthly	Information/Discussion Board Docs
Citizens' Bond Oversight Committee	Monthly Report	Program Update	Monthly	E-mail Website
Principal/Director	Regularly Scheduled Meetings Project Update 2-week look ahead (Schedule)	Project Schedule Project Update	As-Needed Weekly	Face-to-Face E-Mail
Principal/Director	General Project Information Sheet	Information on scope, milestones, project contacts	Prior to start of project	Face-to-Face Written E-Mail Website
Administration	Management Meetings	Program Update	Monthly	Face-to-Face
PGUSD Staff	Staff Meetings	Site & Program Update	Quarterly	Face-to-Face
PGUSD Staff	Newsletter	Program Update Program Look Ahead	Monthly	E-mail Website Print
PGUSD Staff	School Site Council	Site Update Site Look Ahead Develop Project Scope Site Feedback on future projects	Monthly and As-Needed	Face-to-Face
PGUSD Parents	Newsletter	Program Update Program Look Ahead	Monthly	E-mail Print Website

Audience	Type	Purpose	Frequency	Distribution
PGUSD Parents	School Site Council	Site Update Site Look Ahead Develop Project Scope Parent Feedback on future projects	Monthly and As-Needed	Face-to-Face
PGUSD Parents	Principal's Weekly Update to Parents	Site Update Site Look Ahead	Weekly	E-Mail
PGUSD Students	Newsletter	Program Update Program Look Ahead	Monthly	E-mail Print Website
District Support Organizations	PTA & PG Pride Meeting	Program Update Program Look Ahead Feedback	Bi-Yearly	Face-to-Face
District Support Organizations	Newsletter	Program Update Program Look Ahead	Monthly	E-mail Print Website
Neighbors	General Project Information Sheet	Information on scope, milestones, project contacts	As Needed Prior to start of project	Written Website
Taxpayers	Yearly Newsletter	Program Update Program Look Ahead	Yearly	Written Website
Community Organizations Business Organizations Intergovernmental Agencies	Newsletter	Program Update Program Look Ahead	Monthly	E-mail

## ADMINISTRATIVE PLAN

### INTRODUCTION

The Measure D administrative Plan will serve as a guide to the Board, Administration, and Staff for effectively managing the Bond. The Administrative Plan will focus on consistency, transparency, and efficiency to how Measure D is managed and overseen. Bond projects and purchases need in-depth planning to assure the overall success of the Measure D.

### ADMINISTRATIVE PLAN GOALS

- Consistent Decision Making
- Effective and Efficient Oversight
- Transparency to Project Approvals
- Allow for effective project planning
- Build and maintain community trust

### PROJECT APPROVAL

- The Board of Education will first approve the “Projects Plan” attached below. This plan consists of projects that were identified by staff as “Priority” maintenance needs. Projects were assessed by the Facilities Department and given a priority according to the remaining life of the system. Combining system life expectancy with bond cash flow the projects were given an anticipated start date. This plan is intended as a guideline and allows for proper project planning.
- Any changes or updates to the Projects Plan has to be approved by the Board.
- All contracts and purchase orders will be approved by the Board.
- For larger projects, the Board will approve the design prior to bidding
  - This will be determined on a case by case basis

Approval Item	Entity	Means	Purpose
Projects Plan	Board of Education	Action	Initial Approval
Projects Plan	Board of Education	Action	Changes and Updates
Projects Scope and Planning	Principal School Site Council	Face-to-Face	Planning Feedback Staff and Parent Input Scope Approval
Design Contracts	Board of Education	Consent/Action	Approval
Construction Contracts	Board of Education	Action	Approval
Material Purchases	Board of Education	Action	Approval
In-House Maintenance Projects Purchases	Board of Education	Consent	Review of Purchases Made
Change Orders	Board of Education	Consent/Action	Approval

### PREVENTIVE MAINTENANCE

- Upon final approval of project or material purchases a preventive maintenance plan for the improvement will be included on the board cover or back-up documents.



## SITE PROJECT SUBMISSION

- Staff can submit a request for a project to either the School Site Council, Principal, or Director of Facilities and Transportation.
- Projects will be reviewed and approved by Principal, School Site Council, and Director of Facilities and Transportation at a school site council meeting.
- Projects will be placed on the Projects Plan to be approved by the Board

## BOND OVERSIGHT COMMITTEE

- A Bond Oversight Committee will be created with parents, taxpayers, and business leaders
- The Committee will meet once a year and provide a report to the Board of Education.
- The Bond Oversight Committee does not define projects but assures that bond funds have been spent appropriately.

# PROJECTS PLAN

## INTRODUCTION

The Projects Plan consists of projects that were identified by staff as “Priority” maintenance needs. Projects were assessed by the Facilities Department and given a priority according to the remaining life of the system. Beginning in October of 2018 the Priority List was presented to the Board to assess the need and amount of a maintenance bond.

After approval of the bond the list was modified combining system life expectancy, bond cash flow, and future replacement timing the projects were given an anticipated start date. This plan is intended as a guideline and allows for proper project planning.

## PROJECTS PLAN GOALS

- Prioritize the Maintenance Needs of the District
- Provide a Cash Flow of Spending
- Establish timing of system replacement
- Planning for future systems replacement 25+ years into the future
- Build and maintain community trust

## PROJECTS PLAN

<u>Amount</u>	<u>Series</u>	<u>Estimated</u>	<u>Over/Under</u>
\$6,000,000.00	<i>Series A</i>	\$5,984,730.00	15,270.00
\$6,540,000.00	<i>Series B</i>	\$5,871,750.00	668,250.00
\$8,350,000.00	<i>Series C</i>	\$7,315,850.00	1,034,150.00
\$9,110,000.00	<i>Series D</i>	\$7,282,100.00	1,827,900.00
\$30,000,000.00	<i>Total</i>	\$26,454,430.00	3,545,570.00

**Year 1** **\$3,146,250.00**

### Series A

Middle School	\$240,000.00
Exterior Painting & Dry Rot Repair	\$140,000.00
PAC Stage and Production Improvements	\$100,000.00
High School	\$1,665,000.00
Foods Classroom	\$100,000.00
Intercom & Bell System	\$115,000.00
K&L Dry Rot & Termite Damage	\$500,000.00
Pool Heater Replacement	\$100,000.00
Stadium Field Replacement	\$550,000.00
Track Replacement	\$300,000.00
Forest Grove	\$86,250.00
Intercom & Bell System	\$86,250.00

FMO	\$355,000.00
Maintenance Vans/Trucks/Trailers	\$200,000.00
Replace Grounds Mowers	\$105,000.00
Warehouse and Shop Equipment Replacement	\$50,000.00
All Sites	\$800,000.00
HVAC COVID Replacement or Modifications	\$800,000.00
<b>Year 1 &amp; 2</b>	<b>\$1,095,480.00</b>
<b>Series A</b>	
District Office	\$100,000.00
Bond Admin Assistant	\$100,000.00
Bond Fees	\$220,000.00
Bond Fees	\$220,000.00
All Sites	\$775,480.00
Emergency Repair Contingency	\$150,000.00
Re-Key & Replace Hardware	\$500,480.00
Technology Infrastructure & Wiring	\$50,000.00
In-House Maintenance Projects	\$75,000.00
<b>Year 2</b>	<b>\$1,743,000.00</b>
<b>Series A</b>	
Robert Down	\$315,000.00
Exterior Painting & Dry Rot Repair	\$135,000.00
Playground Structures	\$100,000.00
VCT Flooring Replacement	\$80,000.00
Middle School	\$110,000.00
Replace Phone System	\$50,000.00
Woodshop Roofing	\$60,000.00
High School	\$100,000.00
Replace Phone System	\$100,000.00
Forest Grove	\$10,000.00
Rain Gutters K-Wing	\$10,000.00
David Ave	\$1,113,000.00
Driveway Improvements	\$110,000.00
Playground Structures	\$150,000.00
Replace Phone System	\$5,000.00
Roofing & Gutters	\$530,000.00
Sewer Line Replacement	\$230,000.00
Exterior Painting and Dry Rot Repair	\$88,000.00
Adult School	\$95,000.00
Replace Phone System	\$20,000.00
Sewer Line Repair	\$75,000.00
<b>2023 to 2025</b>	<b>\$5,871,750.00</b>
<b>Series B</b>	
Robert Down	\$523,450.00
HVAC	\$281,750.00

Intercom & Bell System	\$75,000.00
Slurry Seal & Stripe	\$66,700.00
Ottertorium Improvements	\$100,000.00
Middle School	\$300,000.00
Flooring	\$300,000.00
High School	\$3,962,000.00
Exterior Painting	\$264,500.00
JV & Varsity Backstop & Bleachers	\$172,500.00
O-Wing Portables	\$1,625,000.00
Roofing & Gutters	\$1,750,000.00
Electrical Room Ground Water Sealing	\$75,000.00
Library Basement Ground Water Sealing	\$75,000.00
Forest Grove	\$338,950.00
Exterior Painting	\$201,250.00
Playground Slurry Seal & Stripe	\$112,700.00
Playground Structures	\$25,000.00
District Office	\$146,000.00
Bond Admin Assistant	\$100,000.00
Exterior Painting	\$46,000.00
David Ave	\$56,350.00
Playground Slurry Seal & Stripe	\$56,350.00
Bond Fees	\$220,000.00
Bond Fees	\$220,000.00
All Sites	\$325,000.00
Emergency Repair Contingency	\$150,000.00
Technology Infrastructure & Wiring	\$50,000.00
In-House Maintenance Projects	\$75,000.00
Student Restroom Partition Repairs	\$50,000.00
<b>2025 to 2027</b>	<b>\$7,315,850.00</b>
<b>Series C</b>	
Robert Down	\$3,016,000.00
1st Grade Portable Replacement	\$2,300,000.00
Irrigation & Vegetation Replacement (Phase 1)	\$10,000.00
Playground Structures	\$200,000.00
Roof & Gutters	\$506,000.00
Middle School	\$1,167,300.00
HVAC	\$290,950.00
Intercom & Bell System	\$115,000.00
Irrigation & Vegetation Replacement (Phase 1)	\$15,000.00
Roof & Gutters	\$649,750.00
Slurry Seal & Stripe	\$96,600.00
High School	\$908,250.00
Exterior Painting	\$264,500.00
HVAC	\$373,750.00

Irrigation & Vegetation Replacement (Phase 1)	\$20,000.00
Slurry Seal & Stripe	\$250,000.00
Forest Grove	\$992,500.00
HVAC	\$253,000.00
Irrigation & Vegetation Replacement (Phase 1)	\$15,000.00
Roof & Gutters	\$724,500.00
District Office	\$105,000.00
Bond Admin Assistant	\$100,000.00
Irrigation & Vegetation Replacement (Phase 1)	\$5,000.00
David Ave	\$110,450.00
Exterior Painting	\$95,450.00
Irrigation & Vegetation Replacement (Phase 1)	\$15,000.00
Bond Fees	\$220,000.00
Bond Fees	\$220,000.00
All Sites	\$275,000.00
Emergency Repair Contingency	\$150,000.00
Technology Infrastructure & Wiring	\$50,000.00
In-House Maintenance Projects	\$75,000.00
Adult School	\$521,350.00
HVAC	\$102,350.00
Irrigation & Vegetation Replacement (Phase 1)	\$5,000.00
Roof & Gutters	\$414,000.00
<b>2027 to 2030</b>	<b>\$7,282,100.00</b>
<b>Series D</b>	
Robert Down	\$500,500.00
Classroom Flooring	\$293,250.00
Exterior Painting	\$132,250.00
Irrigation & Vegetation Replacement (Phase 2)	
Basement Ground Water Sealing	\$75,000.00
Middle School	\$499,500.00
Exterior Painting	\$149,500.00
Irrigation & Vegetation Replacement (Phase 2)	
Elevators	\$350,000.00
Science Rooms	
Woodshop	
High School	\$1,449,000.00
Classroom Flooring	\$471,500.00
Irrigation & Vegetation Replacement (Phase 2)	
Stadium Field Replacement	\$632,500.00
Track Replacement	\$345,000.00
Science Rooms	
Woodshop	
Forest Grove	\$2,900,250.00
Classroom Flooring	\$299,000.00

E-Wing Portable Replacement	\$2,300,000.00
Exterior Painting	\$201,250.00
Irrigation & Vegetation Replacement (Phase 2)	
Kindergarten Playground Structure	\$100,000.00
Food Service	\$150,000.00
Equipment Replacement	\$150,000.00
District Office	\$230,000.00
Bond Admin Assistant	\$100,000.00
Irrigation & Vegetation Replacement (Phase 2)	
Replace Grounds Trucks	\$80,000.00
Replace John Deere Tractor	\$50,000.00
David Ave	\$116,150.00
HVAC	\$116,150.00
Irrigation & Vegetation Replacement (Phase 2)	
Bond Fees	\$220,000.00
Bond Fees	\$220,000.00
All Sites	\$275,000.00
Emergency Repair Contingency	\$150,000.00
Safety Blind Replacement	
Technology Infrastructure & Wiring	\$50,000.00
In-House Maintenance Projects	\$75,000.00
ADA Improvements	
Electrical Infrastructure Improvements	
Adult School	\$941,700.00
Exterior Painting	\$140,300.00
Irrigation & Vegetation Replacement (Phase 2)	\$45,000.00
Repave & Stripe	\$156,400.00
Flooring	\$200,000.00
Window Replacement	\$350,000.00
Pine Ave Co-Op Playground	\$50,000.00
<b>Grand Total</b>	<b>\$26,454,430.00</b>

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

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

## Board Meeting Calendar, 2020-21 School Year January- June

Thursday Jan. 7	<b>Regular Board Meeting</b> ✓ Preliminary Enrollment Projection for 2021-22 ✓ Property Tax Update ✓ PGHS Course Bulletin Action/Discussion	VIRTUAL
Thursday Jan. 21	<b>Regular Board Meeting</b> ✓ School Accountability Report Cards ✓ Acceptance of the 2019-20 Audit Report ✓ Report on Governor's Budget Proposal	VIRTUAL
Saturday Jan. 30 9am	<b>Special Board Meeting</b> ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise ✓ Superintendent's Goals ✓ Measure D Goals and Objectives	VIRTUAL
Thursday Feb. 4	<b>Regular Board Meeting</b> ✓ Budget Development Calendar ✓ Quarterly Facilities Project Updates*	VIRTUAL
Thursday Mar. 4	<b>Regular Board Meeting</b> ✓ Second Interim Report ✓ Budget Revision #3 ✓ Open House Schedules Reviewed ✓ TRAN Resolution ✓ Possible Personnel Action (RIF)	VIRTUAL
Thursday Mar. 18	<b>Regular Board Meeting</b> ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report ✓ Preliminary Review of PGHS Site Master Schedule	VIRTUAL
Thursday Apr. 1	<b>Regular Board Meeting</b> ✓ Review of Strategic Plan and LCAP (as needed) ✓ Approve 2021-22 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update	VIRTUAL
Thursday April 22	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation ✓ Employee Recognition	VIRTUAL
Thursday May 6	<b>Regular Board Meeting</b> ✓ Continue Superintendent Evaluation	VIRTUAL
Thursday May 20	<b>Regular Board Meeting</b> ✓ Complete Superintendent's Evaluation ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report	VIRTUAL
Thursday June 3	<b>Regular Board Meeting</b> ✓ 2021-22 Budget Public Hearing ✓ Retiree Recognition ✓ LCAP Public Hearing	VIRTUAL



Thursday June 17	<p><b>Regular Board Meeting</b></p> <ul style="list-style-type: none"> <li>✓ Approval of Contracts and Purchase Orders for 2021-22</li> <li>✓ Review of Legal Services Costs</li> <li>✓ Solicitation of Funds Report</li> <li>✓ Consolidated Application</li> <li>✓ Approval of LCAP</li> <li>✓ 2021-22 Budget Adoption</li> </ul>	VIRTUAL
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*\*Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

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

**SUBJECT:** District Update on Response to COVID-19

**DATE:** February 4, 2021

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

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**INFORMATION:**

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

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

**SUBJECT:** District Update on Affordable Housing

**DATE:** February 4, 2021

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent;  
Jon Walton, Trustee

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**RECOMMENDATION:**

The Administration recommends that the Board receive an update on affordable housing in Pacific Grove.

**INFORMATION:**

In response to the Board request on future agenda to receive an update on teacher housing, the District Administration and Trustee Jon Walton will provide an update to the Board, staff and community on affordable housing in Pacific Grove.

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

**SUBJECT:** District Review of Distance Learning

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

The District Administration will update the Board, staff and community on Distance Learning including how to improve for students and families and a review of academic progress:

- Survey to families
- Review of instructional minutes of the elementary schools
- Review of grades and enrollment levels
- Social emotional support of students

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

**SUBJECT:** Review of Budget Development Calendar for 2021-22

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

The Administration recommends that the Board review the Budget Development Calendar for fiscal year 2021-22.

**BACKGROUND:**

The development of the annual budget is an important process that helps to ensure fiscal solvency and the achievement of the District’s educational goals. This Budget Development Calendar delineates critical dates and milestone during the developmental process of a budget.

**INFORMATION:**

The budget development process begins early so that timely decisions can be made to adjust existing programs (or not) and to evaluate any new expenditure proposals for possible inclusion in the Adopted Budget.

Dates of scheduled Regular Board Meetings indicated in **bold**:

January 8, 2021	Governor releases proposal for the 2021-22 budget/fiscal year
<b>January 7, 2021</b>	Review of District Enrollment Projections for 2021-22; Board reviews 2020-21 property tax revenue and overall tax projections 2021-22
<b>January 21, 2021</b>	Presentation of the 2019-20 Annual Audit Report by the District’s Independent auditor, and acceptance of the report by the Board; Assistant Superintendent updates the Board on the Governor’s proposed budget for 2021-22
January 21, 2021	Staff members attend Governor’s Budget Workshop presented by Capitol Advisors at Monterey County Office of Education (MCOE)
<b>February 4, 2021</b>	Assistant Superintendent presents Budget Development calendar to Board for review
<b>March 4, 2021</b>	Assistant Superintendent presents 2020-21 Second Interim to the Board

March 8 - 26, 2021	Business Services meets with Directors and site principals on program and site budgets for 2021-22
<b>March 18, 2021</b>	Board discusses and reviews components of the District Budget
May 14, 2021 (tentative)	Governor proposes 2021-22 state budget revisions in “May Revise”
<b>June 3, 2021</b>	Staff presents Proposed 2021-22 District Budget and Local Control Accountability Plan (LCAP) to Board; Governing Board holds public hearing on 2021-22 proposed budget and proposed LCAP report
<b>June 17, 2021</b>	Governing Board adopts 2021-22 District Budget and LCAP report
July 1, 2021	Date by which the Board of Education must approve the 2021-22 annual budget and adopt the LCAP report

**FISCAL IMPACT:**  
None

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

**SUBJECT:** Future Agenda Items

**DATE:** February 4, 2021

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

The following is a list of future agenda items as of the February 4, 2021 Regular Board Meeting:

- Added January 21, 2021: Board requested a review and to receive recommendations by an HVAC expert (March 4, 2021)
- Board requested a presentation on Diversify Our Narrative (March 4, 2021)
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Added January 21, 2021: Board requested a review of budget class sizes (March 18, 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (March 18, 2021)
- Board requested a renewed discussion about district solar panels (May 20, 2021)