

*****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 MAY 6, 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

Gabriella Giraldo, Student Representative

DATE: Thursday, May 6, 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/81804023825?pwd=SjJvd0c5ZXNEMHVLMXdaVHZOWEtQdz09>

Meeting ID: 818 0402 3825

Passcode: 664216

One tap mobile

+16699006833,,81804023825#,,,,*664216# US (San Jose)

+13462487799,,81804023825#,,,,*664216# US (Houston)

Dial by your location

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+1 301 715 8592 US (Washington DC)

Meeting ID: 818 0402 3825

Passcode: 664216

Find your local number: <https://pgusd.zoom.us/j/81804023825?pwd=SjJvd0c5ZXNEMHVLMXdaVHZOWEtQdz09>

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: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

II. CLOSED SESSION

A. Identify Closed Session Topics

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

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 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 (1 case)
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
4. Superintendent Goals and Evaluation

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 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. Superintendent Goals and Evaluation

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 April 22, 2021 Board Meeting 8
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #18 16
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #18.

- C. Classified Assignment Order #18 18
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #18.
- D. Acceptance of Donations 20
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Extend contract with Optum Serve/Logistics Health Inc. to Provide Covid-19 Surveillance Testing 21
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board extend contract with Optum Serve/Logistics Health Inc(LHI) to provide covid-19 surveillance testing.
- F. Acceptance of Quarterly Treasurer’s Report 23
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer’s Report for the quarter ending March 31, 2021.
- G. Change Order for Emberlight Productions Contract for Services 37
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the change order to the Emberlight Productions contract for services to increase the amount from \$500.00 to \$750.00.
- H. Robert Down Elementary School Site Handbook 40
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the Robert Down Elementary School site handbook for the 2021-22 school year.
- I. Measure D – Approval of Microsoft Power BI 70
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the purchase of 3 licenses of Microsoft Power BI for reporting Measure D data.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

VII. PUBLIC HEARING

- A. Public Hearing of Pacific Grove Middle School Science Curriculum, California Elevate Science 73
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends the Board hold a public hearing for the Pacific Grove Middle School science curriculum, California Elevate Science published by Savvas Learning Company.

Open Public Hearing _____ Close Public Hearing _____

VIII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19 76
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- B. Pacific Grove Unified School District Strategic Plan 2020-21 77
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the District’s Strategic Plan.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- C. Pacific Grove Unified School District Governance Handbook 87
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board recommend revisions to the Pacific Grove Unified School District Governance Handbook.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- D. Approval of Actuarial Study of Retiree Health Liabilities Under GASB 74/75 114
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The District Administration recommends that the Board approve the actuarial study of retiree health liabilities under GASB 74/75.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- E. Resolution No. 1071 “Teacher Appreciation Week” and “California Day of the Teacher” 146
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1071 proclaiming the first week of May, May 3 – May 7, 2021, as Teacher Appreciation Week and specifically Wednesday, May 12, 2019 as “California Day of the Teacher” (EC 37222.10)

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- F. Resolution No. 1072 Classified School Employee Week 148
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends the Board adopt Resolution No. 1072 proclaiming May 16 – 22, 2021 as “Classified School Employee Week.”

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- G. Resolution No. 1073 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred toward People of Asian Descent 150
Recommendation: (Board of Education) The following Resolution No. 1073 supporting people of Asian ancestry and condemning harassment toward people of Asian descent was proposed for potential revision and adoption by the Board of Trustees.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- H. Contract for Services with Otto Construction for Pacific Grove High School K and L Wing Dry Rot Repairs 152
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Otto Construction for Pacific Grove High School K and L wing dry rot repairs.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- I. Contract for Services with Satellite Painting for Pacific Grove High School K and L Wing Dry Rot Repairs 163
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Satellite Painting for Pacific Grove High School K and L wing dry rot repairs project.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- J. Approval of Expenditures with M3 Environmental for Lead and Asbestos Testing at Pacific Grove High School K and L Buildings 174
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve expenditures with M3 Environmental for lead and asbestos testing at Pacific Grove High School K and L buildings dry rot repairs.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- K. Approve to Deregulate Facilities Use Permits 176
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board approve to deregulate facilities use permits throughout the District.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___

- L. Board Calendar/Future Meetings 177
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 ___

IX. INFORMATION/DISCUSSION

- A. Pacific Grove High School Master Schedule Draft for 2021-22 181
Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review the draft of the master schedule for Pacific Grove High School for the 2021-2022 1 school year.

Board Direction: _____

- B. Future Agenda Items 192
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.

- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added April 1, 2021: Board requested a review of the nondiscrimination policy (June 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)

Board Direction: _____

X. ADJOURNMENT

Next Board regular Board meeting: May 20, 2021 – VIRTUAL

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 22, 2021 – VIRTUAL

I. OPENED BUSINESS

- A. Called to Order 5:31 p.m.
- B. Roll Call
 - President: Trustee Paff
 - Clerk: Trustee Brian Swanson
 - Trustees Present: Trustee Dawson
Trustee Carolyn Swanson
 - Administration Present: Superintendent Porras
Asst. Superintendent Chin-Bendib
 - Board Recorder: Mandi Ackerman
 - Student Board Member: Gabriella Giraldo
- C. Adopted Agenda

MOTION Dawson/Brian Swanson to adopt agenda as presented.
Public comment: none
Motion CARRIED by roll call vote 4 – 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 (1 case)
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)
 5. Superintendent Goals and Evaluation

B. Public comment on Closed Session Topics

None.

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

III. RECONVENED IN OPEN SESSION 6:35 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)]

The Board discussed this item.

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

The Board discussed this item.

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 did not discuss 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.

5. Superintendent Goals and Evaluation

The Board discussed this item.

The Board will continue to discuss this item at the conclusion of open session.

B. Pledge of Allegiance Led By: Trustee Dawson

IV. PRESENTATION

Pacific Grove High School Leadership Teacher Larry Haggquist and students Gaby Giraldo, Lupita Alvarado, Neemah Shahidi and Kennedi Biondi provided the Board an update on their work welcoming new students to Pacific Grove High School.

V. COMMUNICATIONS

A. Written Communication

The Board received written communication regarding the following topics: COVID funds, Critical Issues Forum, anti-harassment resolution, opening schools to 5 days a week, Diversify Our Narrative, AB 104, graduation requirements, Zoom, and written communication from the Senior Parent Group.

B. Board Member Comments

Trustee Carolyn Dawson recently attended an equity seminar hosted by the Monterey County Office of Education on equitable early care and education, planting the seed for change. Trustee Carolyn noted it was a great seminar. Trustee Carolyn shared that two parents contacted her regarding the lack of crossing guards at the start of the reopening and that the District was able to assemble a group of volunteers to cover the positions until the remainder of the school year, and thanked the parents for reaching out.

Trustee Dawson noted she was excited about the upcoming graduations and thanked the students.

Trustee Brian Swanson shared the personal impact of his own teachers, and thanked all teachers for the difference they are making today that will carry on for decades.

Trustee Paff noted Distance Learning mandate by the state ends on June 30, 2021 and that the District plans to be open fully for the next school year. Trustee Paff noted these decisions are made by state representatives and encouraged the public to contact their local state representatives with concerns. Trustee Paff also noted that the Board meetings will continue to be available via Zoom in the future.

Pacific Grove High School Student Representative Gabriela Giraldo noted lots of exciting things happening including the senior awards night, senior picnic and senior memory walk.

C. Superintendent Report

Superintendent Porras encouraged community members to contact their local legislatures regarding concerns, acknowledged Adult Education Principal Barbara Martinez for her work with Association of California School Administrators by making contact with legislatures and that she is making a big difference across the state.

D. PGUSD Staff Comments (Non Agenda Items)

Teacher Karinne Gordon spoke about the anti-racism resolution from the previous Board meeting, noting she was disappointed the Board did not pass the recent resolution. Ms. Gordon spoke about racism and discrimination, said a sign in classrooms declaring it a safe space is not enough, and encouraged the Board to adopt a resolution and solicit feedback of Asian American colleagues.

Adult Education Principal Barbara Martinez noted the Legislative Action Day had over 650 participants, 35 attendees from the Monterey County, and thanked Superintendent Porras for the support. Principal Martinez also provided an update on the crossing guards, noting there are 24 crosswalks and said the District needs volunteers.

Director of Curriculum and Special Projects Ani Silva provided an update on testing.

Director II of Human Resources Billie Mankey acknowledged the retirement announcement of Office Manager Patti Odell at Pacific Grove Middle School and said she would be missed.

Director of Nutrition Stephanie Lip thanked her entire team for tirelessly working through the pandemic, and noticed an increased participation in the meal programs by over 150%. Director Lip shared that the USDA announced waiver extensions for free meals and that the District is awaiting CDE guidance.

Robert Down Elementary School Principal Sean Keller announced upcoming PTA fundraising events.

Teacher Sally Richmond announced the Breaker Bots was one of 116 teams to move on to the semi-finalist round of the innovation challenge, based on their work developing a system to help search and rescue teams find people lost at sea more quickly.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Heloisa Junqueira asked the Board to consider the 2021-22 school year and the BASRP program, noting the program was a major factor in keeping her own child in Distance Learning.

Elliott Hazen thanked the Board, administration and teachers, noted the return to in-person has been amazing.

VII. CONSENT AGENDA

- A. Minutes of April 1, 2021 Board Meeting
- B. Certificated Assignment Order #17
- C. Classified Assignment Order #17
- D. Acceptance of Donations
- E. Cash Receipts Report No. 4
- F. Revolving Cash Report No. 2
- G. Warrant Schedule No. 630
- H. Contract for Services with Muralist Bryan Gage at Pacific Grove High School
- I. Forest Grove Elementary School Site Handbook
- J. Pacific Grove Middle School Site Handbook
- K. Pacific Grove High School Site Handbook
- L. Pacific Grove Community High School Site Handbook
- M. Pacific Grove Adult Education Site Handbook
- N. Online Subscription with DocuSign Electronic Signature Services

Superintendent Porras noted minor, non-substantive corrections will be made to the handbooks.

Trustee Carolyn Swanson noted the Pacific Grove High School Site Handbook cover was easy to read, and clearly noted the changes from the previous year.

MOTION Brian Swanson/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

VIII. PUBLIC HEARING I/ ACTION/DICUSSION ITEM A

- A. Public Hearing of California School Employees Association Sunshine List for 2020-21

Open Public Hearing 7:26 p.m. Close Public Hearing 7:28 p.m.

- A. Approval of California School Employees Association Sunshine List, 2020-21

MOTION Carolyn Swanson/Dawson to approve the California School Employees Association Sunshine List for 2020-21.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

IX. PUBLIC HEARING II/ ACTION/DICUSSION ITEM B

- B. Public Hearing of Pacific Grove Unified School District Classified Negotiations Sunshine Topics for 2020-21

Open Public Hearing 7:29 p.m. Close Public Hearing 7:30 p.m.

- B. Approval of Pacific Grove Unified School District Classified Negotiations Sunshine Topics for 2020-21

MOTION Brian Swanson/Dawson to approve the Pacific Grove Unified School District Classified Negotiations Sunshine Topics for 2020-21.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

X. ACTION/DISCUSSION

- C. District Update on Response to COVID-19

Superintendent Porras provided an update on current case rates, available vaccination clinics in the county, number of students on campuses, congratulated the Adult Education on their programs, social/emotional learning program for parents, 2021-22 school year plans to open fully in-person, and a brief update on summer school.

Public comment:

Grace Brown of Parent Association thanked Superintendent Porras for the update regarding next school year, asked about BASRP for next year, asked about bus schedules for next year, said students are receiving a lesser in-person education and that the students are at a disadvantage by not being back in-person 5 days a week. Expressed concerns regarding Teacher Karinne Gordon's earlier comments.

Heloisa Junqueira asked about Distance Learning state mandate and said it was a great opportunity to provide alternate instruction when a student is sick or unwell.

Julie McCullough said she was happy to hear graduation will be on campus, expressed concerns regarding the AM/PM cohorts at Pacific Grove Middle School, noted she was not seeing a lot of work for 6th graders during asynchronous days.

Masha noted asynchronous assignments are very minimal, and said next year the students should return to in-person five days a week but that Distance Learning should be an option.

No action taken.

D. Adoption of Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election

Lozano Smith Attorney Harold Freiman presented information to the Board and answered questions.

Public comment:

Beth Shammas asked the Board to postpone the vote, said she had lots of questions and there were lots of issues, and that this item may be a detriment to get more diversity on the Board. Encouraged the Board to discuss further and suggested Board policy to invite and train possible Board candidates.

MOTION Paff/Brian Swanson to adopt Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election.

Motion CARRIED by roll call vote 4 – 0

E. Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment Process

The Board noted the vacancy was created on April 9, 2021, correction to error in the Board cover.

MOTION Dawson/Brian Swanson to adopt Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment Process.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

F. Revisions to Board Policy and Regulation 2365 Recording

The Board directed Administration to edit the dates as follows: Board recordings shall be available online for 90 days, and then archived for an additional 180 days.

MOTION Paff/Dawson to approve the revisions to Board Regulation 2365 Recording, as noted Board recordings shall be available online for 90 days, and then archived for an additional 180 days.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

G. Approval of Contract for Service with AMS.net, Inc for Installation of Paging, Bell, and Clock System at Pacific Grove High School

Director of Facilities and Transportation Matt Kelly presented information to the Board and answered questions.

MOTION Dawson/Carolyn Swanson to approve the contract for service with AMS.net, Inc for installation of paging, bell, and clock system at Pacific Grove High School.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

H. Contract for Services with FieldTurf for Pacific Grove High School Stadium Field and Track Replacement

Director of Facilities and Transportation Matt Kelly presented information to the Board and answered questions.

MOTION Dawson/Brian Swanson to approve the contract for services with FieldTurf for Pacific Grove High School Stadium field and track replacement.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

I. Contract for Services with IMS. Inc.

Public comment:

Beth Shammas asked if the District is promoting Measure D.

MOTION Dawson/Brian Swanson to approve the contract for services with IMS. Inc.

Motion CARRIED by roll call vote 4 – 0

J. Board Calendar/Future Meetings

The Board directed Administration to change the location of the June 17, 2021 Board meeting to Zoom/District Office.

MOTION Paff/Carolyn Swanson to approve the Board meeting calendar, as amended.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

XI. INFORMATION/DISCUSSION

A. Review COVID-19 Relief Funding for K-12 Education

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

B. Future Agenda Items

- Added April 1, 2021: Resolution No. 1068 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred Toward People of Asian Descent (May 6, 2021)
- Added February 18, 2021: Board requested final review of Governance Handbook (Spring 2021)
- Added February 18, 2021: Board requested a review of grading policies (Spring 2021)
- Added February 18, 2021: A member of the public requested a discussion to explore realignment of 6th graders to the elementary level (Spring 2021)
- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added April 1, 2021: Board requested a review of the nondiscrimination policy (June 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)

XII. RETURNED TO CLOSED SESSION

A. Identified Closed Session Topics

- 6. Superintendent Goals and Evaluation

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 9:30 p.m.

XIII. RECONVENED IN OPEN SESSION 10:45 p.m.

A. Reported action taken in Closed Session:

- 6. Superintendent Goals and Evaluation

The Board discussed this item.

XIV. ADJOURNED 10:45 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

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

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

SUBJECT: Certificated Assignment Order #18

DATE: May 6, 2021

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

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Certificated Assignment Order #18

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. 18
 May 6, 2021**

Page 2 of 2

CHANGE OF ASSIGNMENT AND VOLUNTARY TRANSFER:

Melissa Andersen, FGE, Elementary Teacher, change of assignment and voluntary transfer from 4th Grade to 3rd Grade, effective August 2, 2021 (replaces retiree Mary Lee Newman)

Christina Luciano, RDE Elementary Teacher, change of assignment and voluntary transfer from RDE 2nd Grade to FGE 1st Grade, effective August 2, 2021 (replaces retiree Lynn Moore)

2021-2022 REQUEST FOR JOB SHARE:

Janet Bingham, RDE 2nd Grade Job Share, part-time, temporary 0.40 FTE, 2 full days per week, Column I, Step 2 (replaces Anna Darnell) with Anna Darnell, 0.60 FTE, 3 full days per week, Column VI, Step 5, effective August 2, 2021 through May 31, 2022 only

Ricky Calbaza, Transition Program Job Share, part-time, temporary 0.40 FTE, 2 full days per week, Column II, Step 3 (replaces Lorraine Gonzales) with Lorraine Gonzales, 0.60 FTE, 3 full days per week, Column VI, Step 14 + MA effective August 2, 2021 through May 31, 2022 only

LEAVE OF ABSENCE:

Kayla Gordano, FGE, Elementary Teacher, 4th Grade, requests long term personal leave without pay for child rearing for the 2021-2022 school year August 2, 2021 through May 31, 2022 only

RETIREMENT:

Diana Rookstool, PGMS Language Arts and Art Teacher, retires effective June 1, 2021 after 23 years of successful employment with the Pacific Grove Unified School District

Linda Goulet, PGMS Home Economics and Electives Teacher, retires effective June 1, 2021 after 31 years of successful employment with the Pacific Grove Unified School District

SUBSTITUTES:

Jena Brown

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

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

SUBJECT: Classified Assignment Order #18

DATE: May 6, 2021

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

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Classified Assignment Order #18

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. 18
May 6, 2021

Page 2 of 2

VOLUNTARY TRANSFER and INCREASE IN HOURS:

Raymond DeVost, PGAS, Information Technology Technician, 4 hrs./day/11.5 month work calendar, voluntarily transfers to PGHS, Information Technology Technician, 8 hrs./day, effective May 17, 2021 (replaces Radonna Johnson)

TEMPORARY INCREASE IN HOURS:

Kimberly Ortiz, District Office HR, Confidential Personnel Technician, increases 1 hour per day, Monday – Friday, from 7 hours per day to 8 hours per day, paid per time sheet to assist with additional duties due to Covid-19, effective April 21, 2021-May 28, 2021 only (funded through CARES Act)

Jordan Gasperson, PGHS, Instructional Assistant, additional hours to support graduation, paid per time sheet, Range 30, Step F, and not to exceed \$600, effective April 28, 2021-May 28, 2021 only (funded through CARES Act)

PROMOTION/CHANGE OF ASSIGNMENT:

Angela Rodriguez, District Office, Confidential Payroll/Benefits Specialist, full time, 8 hours/day/12 months, Conf Range, Payroll, Step E promotes to Confidential Fiscal Officer 8 hours/day/12 months, Conf Range, Fiscal Officer, Step C effective July 1, 2021 (replaces retiree Nancy Bernahl). Cross Training hours, currently planned at 10 days prior to July 1, 2021 will be paid per time sheet and at the Fiscal Officer Step C amount.

CHANGE OF ASSIGNMENT:

Ginny Roggeman, change of assignment from PGAS, Clerk III, 4 hrs./day/11.5 month work calendar to PGHS, Campus Supervisor, Range 29, Step F, 6 hrs./day/180 day work calendar, effective April 19, 2021 (replaces Lori Aiello)

RETIREMENT:

Rick Carter, PGHS, Custodian II, 8 hrs./day/12 month work calendar retires effective April 17, 2021 after 18 years of successful employment with the Pacific Grove Unified School District

Marion Heebink, PGAS, Clerk III, 4 hr.s/day/11.5 month work calendar retires effective June 4, 2021 after 13 years of successful employment with the Pacific Grove Unified School District

SUBSTITUTE:

Melissa Freitas

Alexandra Jenner

Andrew Chyo, PGHS graduation support, paid per time sheet, Range 30, Step F, and not to exceed \$600, effective April 28,2021-May 28, 2021 only (Funded through CARES Act)

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

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

SUBJECT: Acceptance of Donations

DATE: May 6, 2021

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

RECOMMENDATION:

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

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

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

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

SUBJECT: Extend contract with Optum Serve/Logistics Health Inc. to Provide Covid-19 Surveillance Testing

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends that the Board extend contract with Optum Serve/Logistics Health Inc. (LHI) to provide covid-19 surveillance testing.

BACKGROUND:

Since March 2019, the District closed its in-person instruction and has been providing Distance Learning to the students. In order for the schools to re-open for in-person instruction, both local and state health officials require all the school districts to provide covid-19 surveillance testing.

INFORMATION:

The Board approved the contract with Optum Serve/LHI on March 4, 2021, for a testing period up to April 14, 2021. However, the state contract which the District is piggy-backing on has a clause allowing the state to reserve the right to extend the contract term with LHI for up to two (2) additional six month terms at the state contracted rates.

Since March 8, 2021, LHI team has been providing and administering the maximum quantity test kits of 264. This vendor provides the service every Monday, one day per week.

By extending this contract, the vendor will continue the testing service through October 31, 2021.

Note: United HealthGroup (UHG) is the parent company of Optum Serve and LHI, and LHI is the name of the contractor providing the COVID testing.

FISCAL IMPACT:

No direct fiscal impact because the service is paid by the state.

STANDARD AGREEMENT - AMENDMENT

CONSENT E

STD 213A (Rev. 4/2020)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ PAGES

AGREEMENT NUMBER

20-10725

AMENDMENT NUMBER

A02

Purchasing Authority Number

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Public Health

CONTRACTOR NAME

Logistics Health Inc.

2. The term of this Agreement is:

START DATE

10/15/2020

THROUGH END DATE

10/31/2021

3. The maximum amount of this Agreement after this Amendment is:

\$600,000,000.00

Six Hundred Million Dollars and Zero Cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

I. The purpose of this amendment is to add \$300,000,000.00 to the original agreement making the new maximum agreement amount \$600,000,000.00. This amendment also extends the agreement term date from 4/14/2021 to the new term end date of 10/31/2021.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Logistics Health Inc.

CONTRACTOR BUSINESS ADDRESS

328 Front Street South

CITY

La Crosse

STATE

WI

ZIP

54601

PRINTED NAME OF PERSON SIGNING

Paul Miller

TITLE

CFO

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

4/1/2021

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Public Health

CONTRACTING AGENCY ADDRESS

1615 Capitol Ave

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Tim Bow

TITLE

Procurement Officer

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

PCC 1102

Executive Order N-25-20-COVID19

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

SUBJECT: Acceptance of Quarterly Treasurer’s Report

DATE: May 6, 2021

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

RECOMMENDATION:

The Administration recommends that the Board accept the Quarterly Treasurer’s Report for the quarter ending March 31, 2021.

BACKGROUND:

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

INFORMATION:

As indicated in the attached Treasurer’s Report, the current investment portfolio is “in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months”. The portfolio is currently returning an annualized yield of **0.99%**. This is compared to 1.21% last quarter.

FISCAL IMPACT:

None.



Monterey County

Item No.21

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 21-323

April 27, 2021

Introduced: 4/13/2021

Current Status: General Government -
Consent

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2021.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2021.

SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the January-March period, the investment portfolio position by investment type and the investment portfolio by maturity range.

DISCUSSION:

Economic conditions during the quarter ending March 31, 2021 were characterized by the following factors: improving economic data supported by an additional \$1.9 trillion in relief funds from the American Rescue Plan Act, a dramatic decrease in COVID-19 caseload as vaccinations ramped up, expectations for increased inflation fueled by a combination of a stronger recovery and additional stimulus, and an increase in long-term Treasury yields to pre-pandemic levels.

Significant intervention from the Federal Reserve since the beginning of 2021 is expected to continue. The vaccine rollout, accommodative monetary policy, and the new \$1.9 trillion of fiscal stimulus all point to continued improvement in U.S. economic fundamentals. The 2021 Gross Domestic Product (GDP) projections have been revised up several times and current forecasts point to growth of 6% or more this year. This optimism, however, has also translated into increased inflation expectations, particularly in the near term, which is likely to continue to put upward pressure on longer-term rates.

On March 31, 2021, the Monterey County investment portfolio contained an amortized book value of \$2,119,066,936 spread among 220 separate securities and funds. The par value of those funds was \$2,109,458,019 with a market value of \$2,119,066,936 or 100% of amortized book value. The portfolio's net earned income yield for the period was 0.99%. The portfolio produced an estimated quarterly income of \$5,205,544 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 539 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity and enhanced investment opportunities.

Legistar File Number: 21-323

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

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. Investment earnings in the General Fund appear to be trending at a rate that will meet the FY 2020-21 budgeted total.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by providing transparency and accountability in the management of County funds in the Treasurer's investment portfolio.

Mark a check to the related Board of Supervisors Strategic Initiatives

Administration

DocuSigned by:

Mari Beraz

Prepared by Susanne King, Treasury Manager, x5490

DocuSigned by:

Mary A. Zeeb

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

Attachments:

Exhibit A - Investment Portfolio Review 03.31.21
Exhibit B - Portfolio Management Report 03.31.21
Exhibit C - Aging Report 04.01.21

cc:

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

Exhibit A Investment Portfolio Review Quarter Ending March 31, 2021

OVERVIEW

January 1, 2021 – March 31, 2021

Economic conditions during the quarter were characterized by the following factors: improving economic data supported by an additional \$1.9 trillion in relief funds from the American Rescue Plan Act, a dramatic decrease in COVID-19 caseload as vaccinations ramped up, expectations for increased inflation fueled by a combination of a stronger recovery and additional stimulus, and an increase in long-term Treasury yields to pre-pandemic levels.

Significant intervention from the Federal Reserve since the beginning of 2021 is expected to continue. The vaccine rollout, accommodative monetary policy, and the new \$1.9 trillion of fiscal stimulus all point to continued improvement in U.S. economic fundamentals. The 2021 Gross Domestic Product (GDP) projections have been revised up several times and current forecasts point to growth of 6% or more this year. This optimism, however, has also translated into increased inflation expectations, particularly in the near term, which is likely to continue to put upward pressure on longer-term rates.

U.S. TREASURY YIELD CURVE

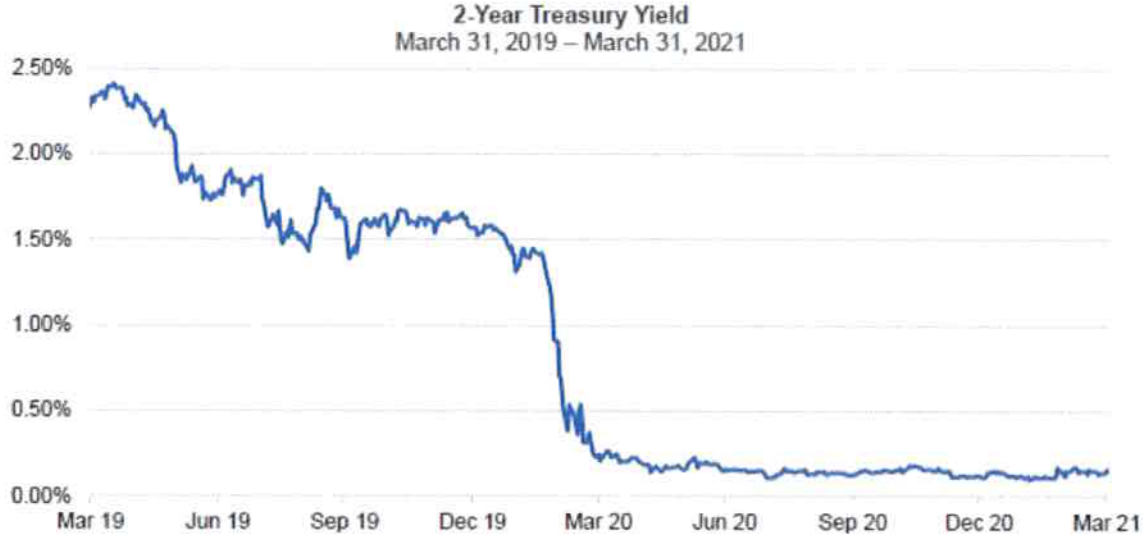
- Short Rates were steady, but the Yield Curve steepened during the quarter.
- Yields on 2-year and 3-year maturities moved somewhat higher, but continued to hover near record lows.

	1Q2021 3/31/21	4Q2020 12/31/20	QoQ Change
3-month	0.02%	0.06%	-0.04%
1-year	0.06%	0.10%	-0.04%
2-year	0.16%	0.12%	+0.04%
3-year	0.35%	0.16%	+0.19%
5-year	0.94%	0.36%	+0.58%
10-year	1.74%	0.91%	+0.83%
30-year	2.41%	1.66%	+0.75%

Source: Bloomberg as of 3/31/2021.



- The 2-year Treasury remained stable throughout the quarter, starting the quarter with a yield of 0.12% and ending the quarter at 0.16%.



Source: Bloomberg, as of 3/31/21.

Monterey County Treasury investments continue to focus on capturing relative value while remaining cautious. The following indicators reflect key aspects of the investment portfolio in light of the above noted conditions:

1. Market Access – During the quarter, investment purchases for the portfolio included Corporate Notes, U.S. Treasury Notes, and three Municipal Bonds. The Treasurer continues to keep a higher level of liquid assets, reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer’s portfolio consists of 220 separate fixed income investments, all of which are authorized by the State of California Government Code 53601 and the Investment Policy.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition							
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	U.S. Treasuries	Federal Agencies	Commercial Paper	Supranationals	Municipal Bonds
12.9%	0.5%	19.8%	44.6%	20.3%	0.9%	1.1%	0.1%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 85.2% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs, and other liquid funds. All assets have a better than investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (12.9%) is rated in the higher levels of investment grade and all Federal Agency and Municipal holdings are rated AA. The Supranational (1.1%) is rated AAA. The credit quality of the Treasurer’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition								
AAA	AAAm	AA	A	A-1 (Short Term)	Aaf/S1+ (CalTRUST)	BBB+ (split rated)	LAIF (not rated)	Not Rated by S&P
1.1%	11.7%	68.5%	8.8%	1.4%	4.6%	0.5%	3.5%	<0.1%

• Total may not equal 100% due to rounding

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County Treasury to meet withdrawal demands on invested assets, was actively managed during the January – March quarter. The portfolio’s average weighted maturity was 539 days, and the Treasurer maintained \$419M (20%) in overnight investments and \$589M (28%) in securities with maturities of one day to one year to provide immediate liquidity to be able to react quickly to unanticipated needs or opportunities in the current volatile environment.

PORTFOLIO CHARACTERISTICS

	December 31, 2020	March 31, 2021
Total Assets	\$2,227,736,412.70	\$2,109,458,018.97
Market Value	\$2,236,498,742.36	\$2,119,066,936.05
Days to Maturity	490	539
Yield	1.21%	0.99%
Estimated Earnings	\$6,205,140.10	\$5,205,543.85

Given the volatile market environment related to the COVID-19 pandemic, the Treasury has a “hold and see” approach, leaving maturing investments in short-term accounts for potential liquidity needs. As the year proceeds and market conditions evolve, the portfolio will continue to be actively managed under the established tenets of safety and liquidity while seeking to maximize the rate of return.

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
March 31, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM			9,229,365.52	9,229,365.52	9,229,365.52	0.011			0.011	
SYS11830	11830	Federated		07/01/2020	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			0.00	0.00	0.00	0.010	Aaa	AAA	0.010	
Subtotal and Average			9,229,365.52		9,229,365.52	9,229,365.52	9,229,365.52				0.011	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			75,000,000.00	75,000,000.00	75,000,000.00	0.627			0.627	
Subtotal and Average			75,000,000.00		75,000,000.00	75,000,000.00	75,000,000.00				0.627	
CALTRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			48,800,000.00	48,800,000.00	48,800,000.00	0.305	Aaa	AAA	0.305	
SYS11802	11802	CalTrust			1,000,000.00	1,000,000.00	1,000,000.00	0.035	Aaa	AAA	0.035	
SYS12296	11803	CalTrust			20,000,000.00	20,000,000.00	20,000,000.00	0.035			0.035	
SYS12211	12211	CalTrust			26,650,000.00	26,650,000.00	26,650,000.00	0.048			0.048	
SYS12219	12219	CalTrust			331,253.75	331,253.75	331,253.75	0.048			0.048	
SYS10379	10379	Calif. Asset Mgmt			237,850,000.00	237,850,000.00	237,850,000.00	0.083		AAA	0.083	
SYS11961	11961	Calif. Asset Mgmt		07/01/2020	0.00	0.00	0.00	0.658		AAA	0.658	
Subtotal and Average			274,179,640.85		334,631,253.75	334,631,253.75	334,631,253.75				0.110	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	23.548			23.548	
Subtotal and Average			1.00		1.00	1.00	1.00				23.548	
SWEEP ACCOUNT - CUSTOM												
SYS12138	12138	Morgan Stanley			335,398.70	335,398.70	335,398.70	0.028			0.028	
Subtotal and Average			287,510.70		335,398.70	335,398.70	335,398.70				0.028	
Medium Term Notes - GC 53601(k)												
88579YBH3	12359	MMM COMPANY		02/24/2020	130,000.00	130,838.68	130,838.68	2.000	A1	AA-	1.825	02/14/2025
02079KAB3	12397	Alphabet INC		08/17/2020	5,000,000.00	5,423,034.07	5,423,034.07	3.375	Aa2	AA+	0.432	02/25/2024
023135AM8	12301	Amazon		05/31/2019	4,500,000.00	4,524,328.47	4,524,328.47	3.300	A3	AA-	2.472	12/05/2021
023135AW6	12317	Amazon		09/03/2019	200,000.00	202,267.09	202,267.09	2.400	A3	AA-	1.936	02/22/2023
023135BP0	12375	Amazon		06/03/2020	5,415,000.00	5,409,510.79	5,409,510.79	0.400			0.447	06/03/2023
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	249,940.00	249,940.00	2.500	A3	BBB+	2.519	08/01/2022
0258MOEB1	12323	American Express Credit		10/28/2019	4,000,000.00	4,001,355.03	4,001,355.03	2.250	A2	A-	1.863	05/05/2021
037833CQ1	12151	Apple Inc Corp Notes		08/17/2017	250,000.00	250,322.18	250,322.18	2.300	Aa1	AA+	2.177	05/11/2022
037833AR1	12268	Apple Inc Corp Notes		02/22/2019	3,825,000.00	3,825,515.94	3,825,515.94	2.850	Aa1	AA+	2.705	05/06/2021

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
March 31, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
037833CC2	12284	Apple Inc Corp Notes		04/09/2019	5,000,000.00	4,983,361.86	4,983,361.86	1.550	Aa1	AA+	2.559	08/04/2021
037833DV9	12383	Apple Inc Corp Notes		06/30/2020	5,000,000.00	5,036,599.42	5,036,599.42	0.750	Aa1	AA+	0.401	05/11/2023
037833AS9	12445	Apple Inc Corp Notes		12/11/2020	5,000,000.00	5,448,503.06	5,448,503.06	3.450	Aa1	AA+	0.524	05/06/2024
05531FAV5	12153	BB&T Corporation		08/21/2017	250,000.00	249,986.67	249,986.67	2.050	A2	A-	2.101	05/10/2021
06406FAD5	12371	Bank of New York Mellon Corp		05/21/2020	125,000.00	128,511.74	128,511.74	2.200	A1	A	0.932	08/16/2023
06406HCX5	12417	Bank of New York Mellon Corp		09/30/2020	5,000,000.00	5,431,992.96	5,431,992.96	3.250	A1	A	0.702	09/11/2024
06406RAN7	12478	Bank of New York Mellon Corp		03/31/2021	4,000,000.00	4,079,560.00	4,079,560.00	1.600			1.088	04/24/2025
06051GGE3	12202	Bank of America Corp		06/07/2018	250,000.00	248,538.48	248,538.48	3.124	A3	A-	3.477	01/20/2023
06051GFW4	12234	Bank of America Corp		12/14/2018	5,000,000.00	4,997,879.41	4,997,879.41	2.625	Baa1	BBB+	3.515	04/19/2021
06051GJH3	12436	Bank of America Corp		11/20/2020	4,400,000.00	4,410,739.45	4,410,739.45	0.810	A2	A-	0.740	10/24/2024
06051GHW2	12479	Bank of America Corp		03/31/2021	5,000,000.00	5,240,600.00	5,240,600.00	2.456	A2	A-	1.074	10/22/2025
110122DC9	12418B	BRISTOL-MYERS SQUIBB		09/30/2020	29,000.00	32,710.98	32,710.98	3.875	A2	A+	0.879	08/15/2025
110122DT2	12432	BRISTOL-MYERS SQUIBB		11/13/2020	80,000.00	80,000.00	80,000.00	0.537	A2	A+	0.537	11/13/2023
110122DT8	12439	BRISTOL-MYERS SQUIBB		11/20/2020	5,000,000.00	5,004,170.08	5,004,170.08	0.537	A2	A+	0.505	11/13/2023
110122CM8	12444	BRISTOL-MYERS SQUIBB		12/11/2020	5,000,000.00	5,364,955.75	5,364,955.75	2.900	A2	A+	0.621	07/26/2024
084664BT7	12182	Berkshire Hathaway Finance		03/12/2018	250,000.00	250,137.09	250,137.09	3.000	Aa2	AA	2.947	05/15/2022
084664BT7	12291	Berkshire Hathaway Finance		04/26/2019	8,625,000.00	8,670,434.84	8,670,434.84	3.000	Aa2	AA	2.509	05/15/2022
14913Q2E8	12183	CATERPILLAR FINL SERVC		03/12/2018	250,000.00	247,778.20	247,778.20	2.550	A3	A	3.129	11/29/2022
14913Q2W8	12346	CATERPILLAR FINL SERVC		01/14/2020	5,000,000.00	5,005,442.86	5,005,442.86	2.650	A3	A	1.783	05/17/2021
14913R2D8	12481	CATERPILLAR FINL SERVC		03/31/2021	5,000,000.00	5,030,450.00	5,030,450.00	0.650	A3	A	0.380	07/07/2023
16764BV1	12368	Chevron Corp. Global		05/11/2020	75,000.00	75,000.00	75,000.00	1.141			1.141	05/11/2023
166764BT6	12404	Chevron Corp. Global		09/17/2020	5,000,000.00	5,329,530.98	5,329,530.98	2.895	Aa2	AA	0.503	03/03/2024
808513BN4	12474	CHARLES SCHWAR CORP		03/18/2021	25,000.00	24,987.65	24,987.65	0.750			0.767	03/18/2024
172967LC3	12307	Citibank		06/07/2019	3,849,095.00	3,849,095.30	3,849,095.30	2.900	A3	BBB+	2.530	12/08/2021
172967GL9	12308	Citibank		07/12/2019	250,000.00	253,874.33	253,874.33	3.375	A3	BBB+	2.523	03/01/2023
172967MR9	12406	Citibank		09/17/2020	5,000,000.00	5,108,477.09	5,108,477.09	1.678	A3	BBB+	0.711	05/15/2024
191216CL2	12403	Coca- Cola Co		09/16/2020	5,000,000.00	5,219,363.64	5,219,363.64	1.750	A1	A+	0.458	09/06/2024
20030NCR0	12414	COMCAST CORP		09/30/2020	5,000,000.00	5,448,926.12	5,448,926.12	3.700	A3	A-	0.703	04/15/2024
254687FK7	12319	The Walt Disney Copr		09/06/2019	240,000.00	239,409.42	239,409.42	1.750			1.851	08/30/2024
291011BG8	12415	EMERSON ELECTRIC CO		09/30/2020	80,000.00	87,506.25	87,506.25	3.150	A2	A	0.848	06/01/2025
369550AR9	12237	General Dynamics Corp		12/14/2018	10,000,000.00	10,016,711.49	10,016,711.49	3.875	A2	A+	3.266	07/15/2021
38141GXS8	12462	Goldman Sachs		02/17/2021	60,000.00	60,137.54	60,137.54	0.855	A2	BBB+	0.807	02/12/2026
438516BW5	12370	Honeywell Internatioanl		05/20/2020	100,000.00	104,215.96	104,215.96	2.300	A2	A	0.995	08/15/2024
02665WBF7	12286	American Honda Finance		04/09/2019	5,000,000.00	4,985,955.66	4,985,955.66	1.650	A1	A+	2.688	07/12/2021
02665WCZ2	12318	American Honda Finance		09/03/2019	200,000.00	202,326.62	202,326.62	2.400			2.021	06/27/2024
02665WDF5	12333	American Honda Finance		11/27/2019	5,000,000.00	4,999,885.50	4,999,885.50	1.950	A2	A	1.952	05/20/2022
24422EUA5	12180	John Deere Capital Corp		03/12/2018	250,000.00	247,933.69	247,933.69	2.700	A2	A	3.209	01/06/2023
24422EVH9	12374	John Deere Capital Corp		06/04/2020	3,340,000.00	3,337,993.35	3,337,993.35	0.700	A2	A	0.726	07/05/2023

Portfolio INVT
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
24422EVH9	12382	John Deere Capital Corp		06/30/2020	5,000,000.00	5,016,467.56	5,016,467.56	0.700	A2	A	0.553	07/05/2023
24422EUX5	12446	John Deere Capital Corp		12/11/2020	5,000,000.00	5,300,452.83	5,300,452.83	2.600	A2	A	0.531	03/07/2024
46625HJD3	12329	JP Morgan Chase		11/18/2019	5,000,000.00	5,097,703.94	5,097,703.94	4.500	A2	A-	2.032	01/24/2022
46625HJD3	12341	JP Morgan Chase		12/17/2019	5,000,000.00	5,098,214.99	5,098,214.99	4.500	A2	A-	2.022	01/24/2022
46647PBZ8	12473	JP Morgan Chase		03/16/2021	65,000.00	65,000.00	65,000.00	0.697	A2	A-	0.697	03/16/2024
57636QAB0	12282	MASTERCARD INC		04/04/2019	250,000.00	254,713.36	254,713.36	3.375	A2	A+	2.699	04/01/2024
58933YAQ8	12316	MERCK & CO INC		09/03/2019	10,000,000.00	10,051,969.78	10,051,969.78	2.350	A1	AA	1.729	02/10/2022
58933YAR6	12469	MERCK & CO INC		03/09/2021	125,000.00	133,212.43	133,212.43	2.750	A1	AA-	0.897	02/10/2025
594918BX1	12363	MICROSOFT CORP		03/11/2020	125,000.00	130,488.86	130,488.86	2.875	Aaa	AAA	1.289	02/06/2024
6174468W2	12458	Morgan Stanley		01/25/2021	100,000.00	100,000.00	100,000.00	0.529			0.529	01/25/2024
66989HAP3	12412	Novartis Capital Corp		09/22/2020	125,000.00	130,407.56	130,407.56	1.750	A1	AA-	0.594	02/14/2025
68389XBB0	12148	Oracle Corp		08/17/2017	250,000.00	250,696.00	250,696.00	2.500	A1	AA-	2.471	05/15/2022
713448DX3	12236	Pepsico Inc Corp Note		12/14/2018	3,800,000.00	3,798,335.05	3,798,335.05	2.000	A1	A+	3.177	04/15/2021
713448DX3	12249	Pepsico Inc Corp Note		01/14/2019	5,000,000.00	4,998,360.91	4,998,360.91	2.000	A1	A+	2.876	04/15/2021
717081ES8	12280	PFIZER INC		04/04/2019	250,000.00	251,772.84	251,772.84	2.950	A1	AA	2.692	03/15/2024
717081DZ3	12315	PFIZER INC		09/03/2019	5,000,000.00	5,013,704.26	5,013,704.26	2.200	A1	AA	1.801	12/15/2021
717081ES8	12402	PFIZER INC		09/16/2020	5,000,000.00	5,352,117.24	5,352,117.24	2.950	A1	AA	0.486	03/15/2024
69353RFT0	12360	PNC Bank NA		02/25/2020	4,130,000.00	4,130,000.00	4,130,000.00	1.743		A	1.743	02/24/2023
857477AV5	12267	State Street Corp		02/22/2019	8,723,000.00	8,712,068.04	8,712,068.04	1.950	A1	A	2.927	05/19/2021
857477AV5	12269	State Street Corp		02/22/2019	1,300,000.00	1,298,367.70	1,298,367.70	1.950	A1	A	2.929	05/19/2021
857477AV5	12304	State Street Corp		06/04/2019	5,000,000.00	4,997,763.40	4,997,763.40	1.950	A1	A	2.295	05/19/2021
89236TCQ6	12165	Toyota Motor Corporation		08/22/2017	250,000.00	251,719.71	251,719.71	2.800	Aa3	AA-	2.231	07/13/2022
89233P5T9	12231	Toyota Motor Corporation		12/07/2018	5,000,000.00	4,999,231.35	4,999,231.35	3.300	Aa3	AA-	3.320	01/12/2022
89236TEU5	12279	Toyota Motor Corporation		03/22/2019	5,000,000.00	5,000,553.85	5,000,553.85	2.950	Aa3	AA-	2.606	04/13/2021
89233P5F9	12311	Toyota Motor Corporation		07/18/2019	5,000,000.00	5,026,436.29	5,026,436.29	3.400	Aa3	AA-	2.204	09/15/2021
89236TGJ8	12347	Toyota Motor Corporation		01/15/2020	5,000,000.00	5,001,016.72	5,001,016.72	1.800	Aa3	AA-	1.759	10/07/2021
89236GT6	12358	Toyota Motor Corporation		02/21/2020	130,000.00	129,784.91	129,784.91	1.800	A1	A+	1.845	02/13/2025
89236THF5	12401	Toyota Motor Corporation		09/16/2020	5,000,000.00	5,004,802.19	5,004,802.19	0.500	A1	A+	0.459	08/14/2023
904764BG1	12369	Unilever Capital Corp		05/20/2020	60,000.00	63,848.88	63,848.88	3.250	A1	A+	0.968	03/07/2024
91159HHA1	12152	US BANCORP		08/17/2017	250,000.00	251,805.04	251,805.04	4.125	A1	A+	2.215	08/24/2021
91159HHX1	12313	US BANCORP		08/06/2019	200,000.00	200,814.04	200,814.04	2.400	A1	A+	2.270	07/30/2024
91159HHC7	12322	US BANCORP		10/28/2019	3,500,000.00	3,534,953.93	3,534,953.93	3.000	A1	A+	1.888	03/15/2022
91159HHX1	12405	US BANCORP		09/17/2020	5,000,000.00	5,301,643.61	5,301,643.61	2.400	A1	A+	0.525	07/30/2024
92826CAC6	12203	Visa Inc		06/07/2018	250,000.00	248,511.77	248,511.77	2.800	A1	A+	3.178	12/14/2022
931142EJ8	12223	Walmart Inc		10/31/2018	10,000,000.00	10,000,714.92	10,000,714.92	3.125	Aa2	AA	3.091	06/23/2021
931142DP5	12447	Walmart Inc		12/11/2020	5,000,000.00	5,400,305.78	5,400,305.78	3.300	Aa2	AA	0.449	04/22/2024
Subtotal and Average			264,509,210.28		259,172,000.00	264,148,755.43	264,148,755.43				1.673	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Negotiable CDs - GC 53601(i)												
22535CDU2	12281	Credit Agricole CIB NY		04/04/2019	250,000.00	250,000.00	250,000.00	2.830	A1	A+	2.869	04/02/2021
83369XDL9	12356	SOCIETE GENERALE NY		02/19/2020	260,000.00	260,000.00	260,000.00	1.800			1.800	02/14/2022
83369XDL9	12357	SOCIETE GENERALE NY		02/19/2020	10,000,000.00	10,000,000.00	10,000,000.00	1.800			1.800	02/14/2022
86565CKU2	12387	Sumitomo Mitsui Bank NY		07/14/2020	135,000.00	135,000.00	135,000.00	0.700			0.700	07/08/2022
867914BM4	12340	SUNTRUST BANKS INC		12/16/2019	5,000,000.00	5,024,154.53	5,024,154.53	2.700	A3	A-	2.072	01/27/2022
Subtotal and Average			15,812,235.09		15,645,000.00	15,669,154.53	15,669,154.53				1.895	
Commercial Paper Disc.- GC 53601(h)												
09659BUW8	12430	BNP Paribas NY		11/05/2020	18,425,000.00	18,410,874.17	18,410,874.17	0.230	P-1	A-1	0.233	07/30/2021
Subtotal and Average			18,409,108.44		18,425,000.00	18,410,874.17	18,410,874.17				0.233	
Fed Agcy Coupon Sec - GC 53601(f)												
3130AF5B9	12222	Federal Home Loan Bank		10/12/2018	10,000,000.00	9,999,469.44	9,999,469.44	3.000			3.011	10/12/2021
3130AFW94	12264	Federal Home Loan Bank		02/15/2019	370,000.00	369,248.21	369,248.21	2.500			2.576	02/13/2024
3130AJM22	12407	Federal Home Loan Bank		09/18/2020	12,535,000.00	12,597,821.54	12,597,821.54	0.440	Aaa	AA+	0.292	08/28/2024
3130AKJW7	12451	Federal Home Loan Bank		12/16/2020	25,000,000.00	25,023,540.86	25,023,540.86	0.600	Aaa	AA+	0.580	12/15/2025
3134GVT24	12377	Federal Home Loan Mtg Corp		06/22/2020	25,000,000.00	25,000,000.00	25,000,000.00	0.360			0.360	12/22/2022
3137EAES4	12384	Federal Home Loan Mtg Corp		06/30/2020	25,000,000.00	24,971,757.67	24,971,757.67	0.250	Aaa	AA+	0.301	06/26/2023
3137EAEU9	12391	Federal Home Loan Mtg Corp		07/23/2020	155,000.00	154,334.57	154,334.57	0.375			0.476	07/21/2025
3137EAES4	12395	Federal Home Loan Mtg Corp		08/17/2020	22,635,000.00	22,621,896.34	22,621,896.34	0.250	Aaa	AA+	0.276	06/26/2023
3137EAEW5	12399	Federal Home Loan Mtg Corp		09/04/2020	15,000,000.00	15,006,019.26	15,006,019.26	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12400	Federal Home Loan Mtg Corp		09/04/2020	290,000.00	290,116.37	290,116.37	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12409	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	25,006,966.82	25,006,966.82	0.250	Aaa	AA+	0.239	09/08/2023
3137EAEV7	12411	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	25,003,881.87	25,003,881.87	0.250	Aaa	AA+	0.243	08/24/2023
3137EAEV7	12413	Federal Home Loan Mtg Corp		09/30/2020	25,000,000.00	25,012,606.08	25,012,606.08	0.250	Aaa	AA+	0.229	08/24/2023
3134GWVB9	12420	Federal Home Loan Mtg Corp		10/15/2020	10,650,000.00	10,642,755.73	10,642,755.73	0.550	Aaa	N/A	0.565	09/29/2025
3137EAEY1	12421	Federal Home Loan Mtg Corp		10/16/2020	250,000.00	249,296.81	249,296.81	0.125	N/A	AA+	0.236	10/16/2023
3137EAEZ8	12429	Federal Home Loan Mtg Corp		11/05/2020	29,545,000.00	29,522,000.82	29,522,000.82	0.250	N/A	AA+	0.280	11/06/2023
3137EAFAD	12442	Federal Home Loan Mtg Corp		12/04/2020	435,000.00	434,616.00	434,616.00	0.250	Aaa	AA+	0.283	12/04/2023
3134GXBD5	12448	Federal Home Loan Mtg Corp		12/11/2020	25,000,000.00	24,992,029.98	24,992,029.98	0.360	Aaa	N/A	0.370	05/15/2024
3134GXGR9	12449	Federal Home Loan Mtg Corp		12/11/2020	25,000,000.00	25,000,000.00	25,000,000.00	0.350	Aaa	N/A	0.350	12/11/2023
3135G0V34	12263	Federal National Mtg Assn		02/08/2019	335,000.00	334,289.87	334,289.87	2.500			2.580	02/05/2024
3135G03U5	12366	Federal National Mtg Assn		04/24/2020	470,000.00	469,213.27	469,213.27	0.625	Aaa	AA+	0.667	04/22/2025
3135G04Q3	12372	Federal National Mtg Assn		05/22/2020	240,000.00	239,484.29	239,484.29	0.250	Aaa	AA+	0.351	05/22/2023
3135G03U5	12373	Federal National Mtg Assn		06/03/2020	450,000.00	452,309.86	452,309.86	0.625	Aaa	AA+	0.497	04/22/2025
3135G04Z3	12380	Federal National Mtg Assn		06/19/2020	545,000.00	544,048.79	544,048.79	0.500	Aaa	AA+	0.542	06/17/2025
3135G04Q3	12381	Federal National Mtg Assn		06/30/2020	31,000,000.00	30,987,613.69	30,987,613.69	0.250	Aaa	AA+	0.269	05/22/2023
3135G05G4	12385	Federal National Mtg Assn		07/10/2020	515,000.00	514,160.34	514,160.34	0.250	Aaa	AA+	0.322	07/10/2023

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Fed Agcy Coupon Sec - GC 53601(f)												
3135G04Z3	12386	Federal National Mtg Assn		07/10/2020	950,000.00	951,750.61	951,750.61	0.500	Aaa	AA+	0.456	06/17/2025
3135G05R0	12394	Federal National Mtg Assn		08/12/2020	15,000,000.00	14,978,735.62	14,978,735.62	0.300	Aaa	AA+	0.360	08/10/2023
3135G05G4	12396	Federal National Mtg Assn		08/17/2020	15,000,000.00	14,994,110.74	14,994,110.74	0.250	Aaa	AA+	0.267	07/10/2023
3135G05G4	12408	Federal National Mtg Assn		09/18/2020	25,000,000.00	25,001,820.90	25,001,820.90	0.250	Aaa	AA+	0.247	07/10/2023
3135G0V75	12416	Federal National Mtg Assn		09/30/2020	13,800,000.00	14,485,357.20	14,485,357.20	1.750	Aaa	AA+	0.216	07/02/2024
3135G06H1	12440	Federal National Mtg Assn		11/25/2020	25,000,000.00	24,988,513.86	24,988,513.86	0.250	N/A	AA+	0.267	11/27/2023
91324PDM1	12398	United Health Group Inc		08/19/2020	2,125,000.00	2,301,619.71	2,301,619.71	3.500	A3	A+	0.573	02/15/2024
Subtotal and Average			433,151,263.07		432,295,000.00	433,141,387.12	433,141,387.12				0.377	
US Treasury Note-GC 53601(b)												
9128282P4	12179A	U.S. Treasury		03/12/2018	780,000.00	772,762.47	772,762.47	1.875	Aaa		2.617	07/31/2022
9128284D9	12226	U.S. Treasury		11/07/2018	850,000.00	841,841.15	841,841.15	2.500	Aaa		3.017	03/31/2023
912828F21	12228	U.S. Treasury		11/30/2018	20,330,000.00	20,261,433.82	20,261,433.82	2.125	Aaa		2.834	09/30/2021
912828WN6	12229	U.S. Treasury		11/30/2018	15,160,000.00	15,140,307.98	15,140,307.98	2.000	Aaa	AA+	2.824	05/31/2021
9128284W7	12230	U.S. Treasury		11/30/2018	15,000,000.00	14,995,487.87	14,995,487.87	2.750	Aaa		2.834	08/15/2021
912828T91	12245	U.S. Treasury		01/11/2019	500,000.00	488,743.41	488,743.41	1.625	Aaa		2.557	10/31/2023
912828VB3	12246	U.S. Treasury		01/11/2019	785,000.00	772,391.79	772,391.79	1.750	Aaa		2.555	05/15/2023
9128285R7	12251	U.S. Treasury		01/15/2019	21,750,000.00	21,766,259.85	21,766,259.85	2.625	Aaa		2.514	12/15/2021
912828V23	12260C	U.S. Treasury		01/31/2019	500,000.00	496,023.51	496,023.51	2.250	Aaa		2.560	12/31/2023
912828U57	12261	U.S. Treasury		02/08/2019	500,000.00	495,346.42	495,346.42	2.125	Aaa		2.498	11/30/2023
912828P38	12262	U.S. Treasury		02/08/2019	700,000.00	690,984.84	690,984.84	1.750	Aaa		2.492	01/31/2023
9128284G2	12265	U.S. Treasury		02/19/2019	17,785,000.00	17,784,047.18	17,784,047.18	2.375	Aaa		2.519	04/15/2021
9128286G0	12274	U.S. Treasury		03/07/2019	400,000.00	398,017.79	398,017.79	2.375	Aaa		0.000	02/29/2024
912828WG1	12277	U.S. Treasury		03/18/2019	10,000,000.00	9,998,492.51	9,998,492.51	2.250	Aaa		2.445	04/30/2021
912828Q78	12283	U.S. Treasury		04/05/2019	10,000,000.00	9,992,627.73	9,992,627.73	1.375	Aaa		2.332	04/30/2021
912828QN3	12285	U.S. Treasury		04/09/2019	24,600,000.00	24,622,050.20	24,622,050.20	3.125	Aaa		2.357	05/15/2021
912828WN6	12297	U.S. Treasury		05/17/2019	20,000,000.00	19,992,386.74	19,992,386.74	2.000	Aaa	AA+	2.238	05/31/2021
912828WJ5	12305	U.S. Treasury		06/06/2019	500,000.00	508,536.19	508,536.19	2.500	Aaa	AA+	1.924	05/15/2024
912828S35	12309	U.S. Treasury		07/12/2019	750,000.00	742,887.47	742,887.47	1.375	Aaa	AA+	1.815	06/30/2023
912828S27	12310	U.S. Treasury		07/17/2019	20,000,000.00	19,964,449.84	19,964,449.84	1.125	Aaa	AA+	1.863	06/30/2021
912828S76	12312	U.S. Treasury		07/19/2019	20,000,000.00	19,952,797.99	19,952,797.99	1.125	Aaa	AA+	1.855	07/31/2021
912828T34	12314	U.S. Treasury		09/03/2019	30,000,000.00	29,939,786.03	29,939,786.03	1.125	Aaa	AA+	1.536	09/30/2021
912828Q29	12320	U.S. Treasury		09/06/2019	950,000.00	952,929.67	952,929.67	1.500	Aaa	AA+	1.341	03/31/2023
912828T67	12330	U.S. Treasury		11/18/2019	40,350,000.00	40,263,832.25	40,263,832.25	1.250	Aaa	AA+	1.624	10/31/2021
912828YM6	12331	U.S. Treasury		11/19/2019	170,000.00	169,024.01	169,024.01	1.500	Aaa	AA+	1.668	10/31/2024
912828U81	12335	U.S. Treasury		11/27/2019	25,000,000.00	25,072,403.49	25,072,403.49	2.000	Aaa	AA+	1.605	12/31/2021
912828S27	12336	U.S. Treasury		11/27/2019	25,000,000.00	24,968,988.68	24,968,988.68	1.125	Aaa	AA+	1.636	06/30/2021
912828RR3	12337	U.S. Treasury		11/27/2019	25,800,000.00	25,863,277.73	25,863,277.73	2.000	Aaa	AA+	1.599	11/15/2021

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
March 31, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
US Treasury Note-GC 53601(b)												
9128282F6	12339	U.S. Treasury		12/16/2019	9,575,000.00	9,554,227.31	9,554,227.31	1.125	Aaa	AA+	1.656	08/31/2021
9128287A2	12342	U.S. Treasury		12/19/2019	25,000,000.00	24,997,641.57	24,997,641.57	1.625	Aaa	AA+	1.663	06/30/2021
912828YT1	12345	U.S. Treasury		12/19/2019	24,900,000.00	24,878,754.56	24,878,754.56	1.500	Aaa	AA+	1.608	11/30/2021
912828YJ3	12349	U.S. Treasury		01/15/2020	11,800,000.00	11,793,815.76	11,793,815.76	1.500	Aaa	AA+	1.607	09/30/2021
912828Z52	12352	U.S. Treasury		02/05/2020	500,030.00	500,030.03	500,030.03	1.375	Aaa	AAA	1.373	01/31/2025
912828YM6	12353	U.S. Treasury		02/05/2020	500,000.00	502,098.52	502,098.52	1.500	Aaa	AA+	1.378	10/31/2024
912828YY0	12354A	U.S. Treasury		02/05/2020	370,000.00	375,030.35	375,030.35	1.750	Aaa	AA+	1.374	12/31/2024
912828ZC7	12362	U.S. Treasury		03/04/2020	400,000.00	404,497.49	404,497.49	1.125	Aaa	AA+	0.831	02/28/2025
912828ZR4	12379	U.S. Treasury		06/18/2020	25,000,000.00	24,978,431.96	24,978,431.96	0.125	Aaa	AA+	0.199	05/31/2022
912828ZM5	12410	U.S. Treasury		09/18/2020	30,700,000.00	30,696,791.23	30,696,791.23	0.125	Aaa	AA+	0.134	04/30/2022
91282CAP6	12419	U.S. Treasury		10/15/2020	20,300,000.00	20,275,161.61	20,275,161.61	0.125	Aaa	AA+	0.173	10/15/2023
91282CAG6	12424	U.S. Treasury		11/03/2020	25,000,000.00	24,987,870.68	24,987,870.68	0.125	Aaa	AA+	0.159	08/31/2022
912828M80	12425	U.S. Treasury		11/04/2020	25,000,000.00	25,760,251.32	25,760,251.32	2.000	Aaa	AA+	0.170	11/30/2022
91282CAR2	12426	U.S. Treasury		11/04/2020	25,000,000.00	24,982,117.87	24,982,117.87	0.125	Aaa	AA+	0.170	10/31/2022
912828TY6	12427	U.S. Treasury		11/04/2020	25,000,000.00	25,589,261.24	25,589,261.24	1.625	Aaa	AA+	0.171	11/15/2022
91282CAN1	12428	U.S. Treasury		11/04/2020	25,000,000.00	24,982,322.11	24,982,322.11	0.125	Aaa	AA+	0.172	09/30/2022
912828ZM5	12433	U.S. Treasury		11/18/2020	500,000.00	499,795.96	499,795.96	0.125	Aaa	AA+	0.163	04/30/2022
91282CAR2	12434	U.S. Treasury		11/18/2020	500,000.00	499,603.62	499,603.62	0.125	Aaa	AA+	0.175	10/31/2022
91282CAP6	12441	U.S. Treasury		12/01/2020	20,900,000.00	20,868,225.60	20,868,225.60	0.125	Aaa	AA+	0.185	10/15/2023
91282CAZ4	12443	U.S. Treasury		12/08/2020	325,000.00	324,738.21	324,738.21	0.375	Aaa	AA+	0.392	11/30/2025
91282CAX9	12450	U.S. Treasury		12/11/2020	28,210,000.00	28,196,022.51	28,196,022.51	0.125	Aaa	AA+	0.155	11/30/2022
91282CBA8	12452	U.S. Treasury		12/16/2020	25,000,000.00	24,965,604.29	24,965,604.29	0.125	Aaa	AA+	0.175	12/15/2023
91282CAW1	12454	U.S. Treasury		12/22/2020	25,000,000.00	25,062,782.45	25,062,782.45	0.250	Aaa	AA+	0.154	11/15/2023
91282CBA8	12455	U.S. Treasury		12/22/2020	25,000,000.00	24,972,509.05	24,972,509.05	0.125	Aaa	AA+	0.166	12/15/2023
912828YE4	12456	U.S. Treasury		12/22/2020	25,000,000.00	25,871,568.99	25,871,568.99	1.250	Aaa	AA+	0.224	08/31/2024
912828YM6	12457	U.S. Treasury		12/22/2020	22,500,000.00	23,511,678.48	23,511,678.48	1.500	Aaa	AA+	0.238	10/31/2024
91282CBE0	12459	U.S. Treasury		02/01/2021	20,000,000.00	19,969,721.85	19,969,721.85	0.125	Aaa	AA+	0.179	01/15/2024
91282CBM2	12461	U.S. Treasury		02/16/2021	14,400,000.00	14,373,546.05	14,373,546.05	0.125	Aaa	AA+	0.189	02/15/2024
91282CBM2	12463	U.S. Treasury		02/26/2021	10,000,000.00	9,942,487.32	9,942,487.32	0.125	Aaa	AA+	0.326	02/15/2024
912828ZF0	12464	U.S. Treasury		03/01/2021	25,000,000.00	24,927,324.36	24,927,324.36	0.500	Aaa	AA+	0.574	03/31/2025
91282CAB7	12465	U.S. Treasury		03/01/2021	30,000,000.00	29,479,343.13	29,479,343.13	0.250	Aaa	AA+	0.657	07/31/2025
91282CBQ3	12466	U.S. Treasury		03/04/2021	250,000.00	247,240.34	247,240.34	0.500	Aaa	AA+	0.729	02/28/2026
91282CBH3	12467	U.S. Treasury		03/04/2021	250,000.00	245,895.16	245,895.16	0.375	Aaa	AA+	0.721	01/31/2026
912828P46	12470	U.S. Treasury		03/09/2021	500,000.00	519,166.54	519,166.54	1.625	Aaa	AA+	0.821	02/15/2026
91282CBN0	12471	U.S. Treasury		03/09/2021	500,000.00	499,773.11	499,773.11	0.125	Aaa	AA+	0.148	02/28/2023
91282CBM2	12472	U.S. Treasury		03/09/2021	500,000.00	497,171.34	497,171.34	0.125	Aaa	AA+	0.322	02/15/2024
91282CBR1	12475	U.S. Treasury		03/23/2021	200,000.00	199,589.37	199,589.37	0.250	Aaa	AA+	0.320	03/15/2024
912828ZF0	12476	U.S. Treasury		03/26/2021	250,000.00	249,260.85	249,260.85	0.500	Aaa	AA+	0.575	03/31/2025

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
March 31, 2021

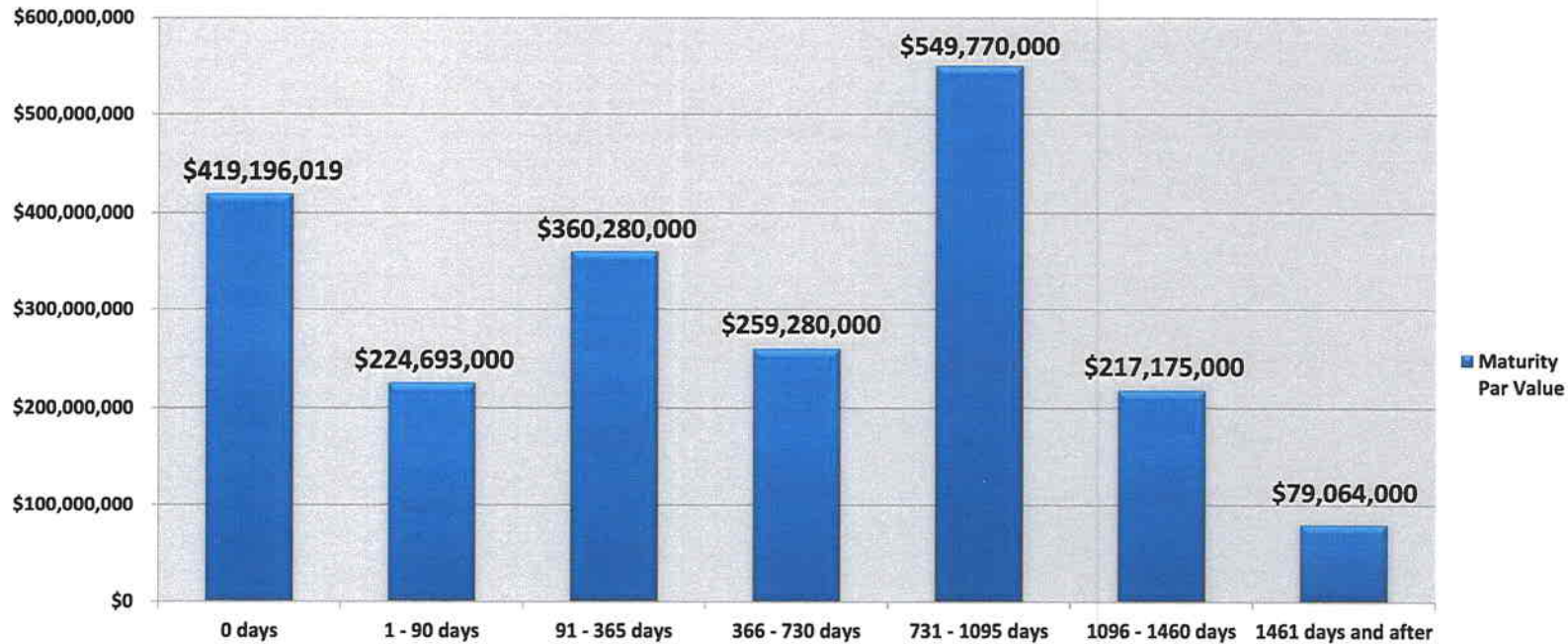
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
US Treasury Note-GC 53601(b)												
912828YH7	12477	U.S. Treasury		03/31/2021	25,000,000.00	25,885,049.66	25,885,049.66	1.500	Aaa	AA+	0.478	09/30/2024
9128286Z8	12480	U.S. Treasury		03/31/2021	19,000,000.00	19,820,909.39	19,820,909.39	1.750	Aaa	AAA	0.409	06/30/2024
Subtotal and Average			968,981,299.10		940,990,000.00	944,795,429.85	944,795,429.85				1.023	
Supranationals												
4581X0DM7	12365	INTER AMERICAN DEVEL BK		04/24/2020	270,000.00	269,936.07	269,936.07	0.500			0.511	05/24/2023
45905BJM6	12437	INTL BK RECON & DEVELP		11/24/2020	355,000.00	354,326.50	354,326.50	0.250			0.322	11/24/2023
459058JM6	12438	INTL BK RECON & DEVELP		11/24/2020	21,955,000.00	21,913,347.50	21,913,347.50	0.250			0.322	11/24/2023
Subtotal and Average			22,536,985.70		22,580,000.00	22,537,610.07	22,537,610.07				0.324	
Municipal Bonds												
13017HAK2	12435	California Earthquake Authorit		11/24/2020	55,000.00	55,000.00	55,000.00	1.477			1.477	07/01/2023
13063DUY2	12364	California TXBL		04/22/2020	55,000.00	63,273.77	63,273.77	5.000	Aa2		1.051	03/01/2025
54438CYK2	12431	Los Angeles CCD		11/10/2020	100,000.00	100,000.00	100,000.00	0.773	Aaa	N/A	0.773	08/01/2025
539830BE8	12468	Lockheed Martin Corp		03/08/2021	60,000.00	64,457.88	64,457.88	2.900	A3	A-	0.840	03/01/2025
646140DN0	12460	NJ TPK AUTH-B-TXBL		02/04/2021	55,000.00	55,000.00	55,000.00	0.897			0.897	01/01/2025
650036DT0	12453	NY ST Urban		12/23/2020	270,000.00	270,000.00	270,000.00	0.870	N/A	N/A	0.870	03/15/2025
798306WP7	12422	SAN JUAN CA UNIF SCH		10/29/2020	55,000.00	55,000.00	55,000.00	0.852	Aa2		0.899	08/01/2025
798306WN2	12423	SAN JUAN CA UNIF SCH		10/29/2020	60,000.00	60,000.00	60,000.00	0.702	Aa2		0.702	08/01/2024
574193TQ1	12392	State of Maryland		08/05/2020	110,000.00	109,974.26	109,974.26	0.510	Aaa		0.517	08/01/2024
91412HFM0	12388	University of California		07/16/2020	55,000.00	55,000.00	55,000.00	0.933	Aa2		0.933	05/15/2025
977123X78	12389	Wisconsin St Transport		07/30/2020	140,000.00	140,000.00	140,000.00	0.774	Aa1		0.774	07/01/2025
977123X60	12390	Wisconsin St Transport		07/30/2020	140,000.00	140,000.00	140,000.00	0.624	Aa1		0.624	07/01/2024
Subtotal and Average			1,153,258.75		1,155,000.00	1,167,705.91	1,167,705.91				0.821	
Total and Average			2,083,249,878.50		2,109,458,018.97	2,119,066,936.05	2,119,066,936.05				0.801	



**Exhibit C
Monterey County
Aging Report
By Maturity Date
As of April 1, 2021**

Aging Interval:				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(04/01/2021 - 04/01/2021)	14 Maturities	419,196,018.97	19.87%	419,196,018.97	419,196,018.97
Aging Interval:	1 - 90 days	(04/02/2021 - 06/30/2021)	22 Maturities	224,693,000.00	10.65%	224,597,336.21	224,597,336.21
Aging Interval:	91 - 365 days	(07/01/2021 - 04/01/2022)	30 Maturities	360,280,000.00	17.08%	360,471,063.88	360,471,063.88
Aging Interval:	366 - 730 days	(04/02/2022 - 04/01/2023)	32 Maturities	259,280,000.00	12.29%	260,567,798.62	260,567,798.62
Aging Interval:	731 - 1095 days	(04/02/2023 - 03/31/2024)	61 Maturities	549,770,000.00	26.06%	551,106,313.14	551,106,313.14
Aging Interval:	1096 - 1460 days	(04/01/2024 - 03/31/2025)	40 Maturities	217,175,000.00	10.30%	224,223,553.39	224,223,553.39
Aging Interval:	1461 days and after	(04/01/2025 -)	21 Maturities	79,064,000.00	3.75%	78,904,851.84	78,904,851.84
Total for 220 Investments				2,109,458,018.97	100.00	2,119,066,936.05	2,119,066,936.05

Investments Within the Aging Period



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

SUBJECT: Change Order for Emberlight Productions Contract for Services

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the change order to the Emberlight Productions contract for services to increase the amount from \$500.00 to \$750.00.

BACKGROUND:

On December 17, 2020, the Board approved a Contract for Service with Emberlight Productions for \$500 to provide AV services for the Pacific Grove Middle School musical concert. A Change Order is required now because the Pacific Grove Middle School is adding additional services that include onsite hybrid recordings, duets, chamber groups, and concert finale. Asset creation and editing includes per-student lower third graphic, chamber notes, title cards, scrolling closing credits, media file conversion, per-performance transitional effects, color correction, sound balancing, and after effects spreadsheet consolidation and real-time update management.

INFORMATION:

Services are provided during the months of April and May.

FISCAL IMPACT:

This is an additional charge of \$250.00 added to the \$500.00 contract for the 2020-2021 school year.

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

COPY

CONTRACT FOR SERVICES

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

- 1. **Scope of Service:**
To provide: Compile individual videos into a large production for PGMS Spring Music Concert. Due to COVID19, our spring concert (only if we are teaching virtually) will be shown virtually.
- 2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):
Emberlight Productions will complete a large scale music production out of individual videos from our PGMS music students to share online with our families.
- 3. **Length of the Contract:**
Service is to be provided on the following date(s):
May 12, 2021
- 4. **Financial Consideration:**
Consultant to be paid at the rate of:
\$500.00 per concert(\$ per hr/day/other)
For a month(hours/days/other) not to exceed \$500.00
School Funding Source: Site Music Donation Account
Account Code: 01-9005-0-1110-1000-4300-00-005-1432-0720

Consultant (Please print) Emberlight Productions

Address P. O. Box 51803, Pacific Grove, Ca. 93950 Phone:831-224-0575

Signed _____ Date Click or tap to enter a date. 1/13/21
Email matthewkalamane@gmail.com

District Employee Independent Consultant

Signed _____ Date 1-15-21
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 1/27/2021
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.

APPROVED
Revised 1/2020

Board approved date 12/17/2020
Sent to site MS 1/27/21

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

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

SUBJECT: Robert H. Down Elementary School Site 2021-2022 Handbook

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Robert H. Down Elementary School 2021-2022 Handbook.

BACKGROUND:

The PGUSD Board of Education is tasked annually to approve site handbooks.

INFORMATION:

The following updates were made to the 2021-22 RHD Handbook:

- 1) Page 3 – Principal’s update
- 2) Page 5 – Emphasized not allowing child(ren) to attend school when sick, following COVID precautions
- 3) Page 10 – Added interim assessments to CAASPP assessment page
- 4) Page 12 – Added Information for Families in Transition
- 5) Page 13 – Added a few off-limits areas for clarification
- 6) Page 20 – Added 5th Grade Toolbox Honors to Recognition and Awards

Some minor adjustments will be made in the Appendix due to change in personnel and room locations, possibly adopting similar schedules created for Extended Day and gate use for easier drop off and pick-ups.

FISCAL IMPACT:

None



**ROBERT H. DOWN
ELEMENTARY SCHOOL**

**PARENT ★ STUDENT
HANDBOOK**

2021-2022

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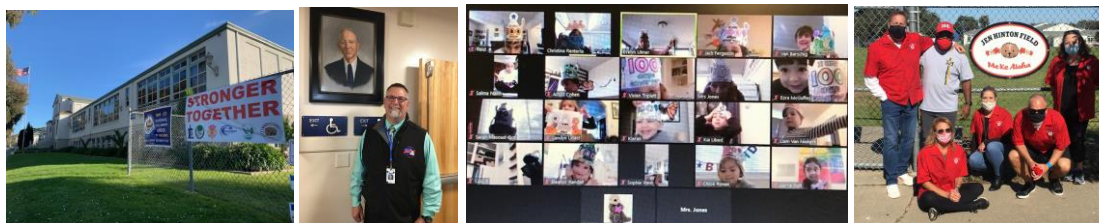


Robert H. Down Elementary Mission Statement



The Mission of Robert Down Elementary School, in partnership with home and community, is to challenge every student to learn the skills, acquire the knowledge, and develop the insight and character that is necessary for a productive and rewarding life through a quality instructional program and a positive, stimulating environment with a clear commitment to the worth of every individual

Principal's Message



Welcome to the Robert H. Down Elementary Otter Ohana!

Reopening our campus has been the highlight after over a year of Covid restrictions and distance learning. I'd like to thank our students, families, and staff once again for persevering through all the changes using our Patience and Breathing Tools in order to remain calm and focused toward one day returning to RHD and celebrating our traditions. For those families new to PGUSD, Welcome! You have landed in a very special place where your children will be cared for and cherished as if they were our own. Robert H. Down Elementary provides an outstanding education through its classroom academics and support services. We take our nickname, Butterfly Town, U.S.A., seriously by helping every student transform into a unique learner that is able to fly off to middle school, confident they will be successful. On behalf of the RHD Staff, we look forward to serving your family whether you are long-time residents, short term military, or somewhere in between. Once an Otter, always an Otter. Welcome to our Ohana! —Sean B. Keller, RHD Principal, skeller@pgusd.org

Arrival and Dismissal

Children should arrive at school between 8:25-8:40 A.M. Students arriving before 8:25 A.M. or not picked up 10 minutes after the dismissal bell will be sent to daycare for supervision. Parents/Guardians will be charged \$10.00 per hour (or any fraction thereof) for emergency day care services. Charges for emergency day care services are due and payable on the day of the occurrence. The warning bell rings at 8:40 A.M. Students are tardy if they are not in their classrooms at 8:45 A.M. and truant tardy if late 30 or more minutes (after 9:15 A.M.) without a note from a doctor or verification from guardian (See Punctuality, Attendance and Tardy Policy for more information). Please remind your child that, if tardy, he or she must check in at the office before proceeding to class. All students should go home immediately following the dismissal bell if there is no parent/guardian supervision.

Campus Access: Gates Opened and Locked

Gates will be unlocked at 8:25 A.M. daily for student arrival. All morning intervention students should enter through the front office for their 8:00 A.M. courses. Gates will be locked at 8:45 A.M. after the first bell. The kindergarten gate off Pine Ave. will be unlocked for kindergartners leaving at 2:10 P.M. Kindergarten parents should meet their children by the nearest gate to their student's classroom or enter through the same gate if the teacher prefers to avoid confusion during kindergarten pick-up. All parents and non-RHD children should leave campus until gates are reopened at 3:10 P.M. for the final bell dismissal if older siblings are still in school. Gates will be re-locked for the afternoon BASRP program at 3:30 P.M. and families still on campus are asked to play on the Jen Hinton Field playground area or an area not designated for BASRP until BASRP moves to its indoor location off Pine Ave. No students should be left unsupervised after school, or they will be checked into the BASRP program if no parent is present. Gates will be unlocked for community use after 4:00 P.M., over the weekend, and during school breaks. Adults should never ask students to open gates for convenience from the inside or ask students to climb over fences or reach through/under gates to unlock handles. Please help keep RHD safe at all times

Punctuality

It is vitally important that children arrive at school on time. It is a disruption to the entire class when a student arrives late. The student misses out on vital information as well as having a beneficial start to the day. Letters will be sent to parents if their child is tardy seven times or truant tardy three times (late after 9:15 A.M./30 minutes or more).

Student Attendance/Procedure for Parent to Explain Absences

Please see PGUSD Board Regulation 5113 for its entirety regarding Board attendance policy; a breakdown is provided in this handbook. Each time your child is absent, please call the absence line (646-6663), prior to 8:30 A.M. to explain the absence. Regular and prompt attendance is most important to success in school. Chronic attendance problems will result in a meeting with the principal and a possible referral to the District Attorney's office Truancy Abatement Program. Homework should be requested on the absence line when reporting the student's absence. Homework will be available in the homework basket located in the school lobby between 3:30 to 4:30 P.M. or through Google Classroom/SeeSaw, whichever is preferred method of the teacher. Please do not send your child to school sick as they are likely to infect others. Monterey County Office of Education (MCOE) policy states that a student must be fever- and vomit-free for 24 hours before returning to school. In addition, after spending over

a year without students on campus due to Covid measures, using precaution is the best choice when determining whether a student should attend school.

Pacific Grove Unified School District adheres to a strict attendance policy. “Parents or guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.” A 24-hour voicemail system is available for calls at 646-6663. All absences must be cleared by a telephone call or note from the parent/guardian within 72 hours of the absence. It is important to advise the office as well as your child’s teacher. Parents may verify student illnesses up to 14 days throughout the school year before a note from a doctor/clinic is required, including students who arrive at school after 9:15 A.M. for an illness/medical appointment or for an all-day absence for illness or medical appointment – or combination thereof. Each subsequent absence (15 or more) requires a note from a doctor/clinic.

Truancy/Truancy Mediation

Robert Down Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney’s Office. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period (truant tardy) during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Ed Code 48260) After three unexcused/unverified absences/truant tardies, the school is mandated to report these absences to the Monterey County District Attorney’s Truancy Mediation Program and parents will receive a letter warning about further attendance violations. A mandated parent meeting with the principal will result if unexcused absences/truant tardies continue, along with a letter from the District Attorney’s Office warning families about possible fines if students do not begin to arrive on time or attend school.

Tardy Policy

Any students arriving late to class are considered tardy. If a student will be late to school, parents are requested to call the school office prior to 9:30 a.m. to inform the school. Regardless of this call, the tardy will remain unexcused unless it qualifies as a justifiable or excused absence. Students arriving to school more than 30 minutes late or students leaving school early without prior consent (JAR Form -see page 6) or presenting a valid written excuse from a doctor, dentist, or orthodontist are considered truant, and report as an unexcused absence. All students arriving late to campus must report to the office before going to class. Students leaving school must be signed out at the office by a parent or an adult listed on the student’s emergency card.

Early Dismissal from School

If a parent wishes to have a student dismissed from school early, the parent shall sign the student out of school at the school office prior to leaving. Students are not permitted to leave the building or school grounds without prior approval.

Excused Absences

The State of California considers illness, medical/dental/optometric/chiropractic appointments, and attendance for religious observance/instruction/exercise/or retreat (no more than four hours per semester), the funeral of an immediate family member, accompanying a guardian to a naturalization ceremony, court, or education conference offered by nonprofit on legislative or judicial process to be excused absences. Please see Board Regulation 5113 for full details and absences requiring prior written notice (Justifiable Absence Request below). Fourteen excused absences are allowed per year. After the 14th excused absence, an illness will be considered excused only if documented by a physician. Absences beyond the 14th that are not excused by a physician's note will be considered unexcused absences.

Unexcused Absences

Any absences not covered in the categories listed above are considered unexcused absences. After three unexcused/unverified absences, the student is considered truant. Please see "Truancy Mediation" section (Page 5). The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es).

Allowable Credit Due to Unexcused Absences/ Justifiable Absence Request (JAR)

Parents or guardians may be allowed, on a limited basis, to have students submit pre-approved class work or assignments for partial or full credit due to an unexcused absence. To ensure that your request is received, the parent/guardian should deliver their written request to the school office two weeks in advance of the absence. Email requests are not recommended as the email may be lost in spam and not received. The written request should be directed to the school principal, not the classroom teacher.

- a. The parent/guardian must request approval from the site principal in advance to the absence. Parents are strongly discouraged from scheduling non-medical appointments, business, or vacation travel during times when school is in session, as these are considered unexcused absences. Any parent contemplating family travel during school is in session must contact the school at least two weeks prior to the absence to ascertain its probable impact on their child's academic situation. Justifiable Absence Request (JAR) forms found online at www.robertdown.pgusd.org should be filled out and turned in to the attendance clerk.
- b. Approval for allowable credit due to an unexcused absence may be granted for up to ten (10) days per school year if the absence is due to business or travel that has demonstrable educational value and the student's academic progress will not be impeded as a result.
- c. Teacher and Administrative pre-approved student absences for school-sponsored events may be eligible for full credit outside of the allowable days noted in (b) above.
- d. The maximum number of days of allowable credit shall be ten (10) days per school year, except in unusual circumstances.
- e. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.

Attendance Codes

I	Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)	F	Family absence was waived/excused by the administration. <u>Justifiable Absence form must be submitted two weeks in advance.</u> A visit to another school. A court appointment that is documented by the court system. Military family leave per BP5113
M	Excused for medical or dental reasons with a note from the doctor or dentist	A	Unverified – Waiting for parent verification
B	Bereavement of immediate family member	E	Excessive absence over the 14 day limit for illness without medical or dental notes on file
Q	Quarantine, usually for medical reasons	V	School sponsored activity or appointment
R	Religious holiday	H	Home hospital absences
S	Suspension	T	Tardy--Unexcused up to 30 minutes
L	Allowed by parent, but <u>unexcused by the state</u> , for family necessity or emergency, appointments other than medical or dental, or out of town travel, that was not approved by the administration ahead of time	X	Tardy – Excused Must be validated with written documentation
		C	Truancy, or intentional absence by the student over 30 minutes, during any part of the school day, that is not excused

Visitors

For the safety and best interest of all concerned, visitors (including volunteers and parents) must enter the school through the front doors on Pine Avenue and check in with the office before going to classrooms, performances, or the playground. Please make sure to sign in and wear a visitor badge. Upon leaving the school, please sign out in the office and return the visitor badge.

Medications at School

Children may not bring medications of any kind to school unless there is a completed physician authorization form on file at school. If your child needs to have medication regularly administered during school hours, please pick up a form at the office. This includes “over the counter” medications. Please do not send your child to school with aspirin, cough drops, allergy medicine, etc. If you have questions, please call Cindy Waznis, our Health Clerk, or District Nurse Katrina Powley (831) 646-6514.

Mental Health Services

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies, Director of Student Services, (831) 646-6523
 435 Hillcrest Avenue
 Pacific Grove, CA 93950

Oral Health Assessment

To make sure your child is ready for school, California Education Code **now requires** that your kindergarten or first grade child has an oral health assessment (dental check-up) by May 31, in either of those grades (whichever is his/her first year of school). Assessments that have happened within the 12 months before your child enters school also meet this requirement. The assessment must be done by a licensed dentist or registered health professional. A waiver is also available. If you did not complete the verification of this oral health assessment when you completed your child's registration packet, please contact our health clerk at 646-6568 and she can provide you with any information you may need to complete the process.

Emergency Messages

All contacts with the classroom during the school day should go through the office. Messages for children should be for emergency only. Keep in mind that each time the office has to call a classroom with a message, it interrupts instructional time. Make sure that your child has a lunch or has lunch money available on his or her lunch account. Please be certain that after-school plans are made ahead of time and communicated clearly to your child.

Lost and Found

Labels on clothing, lunch boxes, eyeglass cases, etc. help to recover lost articles. The Lost and Found is located outside of the cafeteria near Room 20. All items are donated to a local charity before each major break (October, Thanksgiving, Winter, Presidents, Spring, Summer) and announced two weeks prior in the Daily Bulletin. Please try to help children keep track of their personal belongings.

Before and After School Recreation Program (BASRP)

Before- and after-school care is available from 7:00 A.M. to 6:00 P.M. Call Daryll Smith at 646-6548 for more information or email him at dsmith@pgusd.org or visit the web page at <https://robertdown.pgusd.org/basrp/>

Dress Code

Students' dress and appearance should be compatible with an effective elementary learning environment. Clothes and shoes should allow for free-movement during recess and P.E. We strongly discourage makeup as well as hair dye that is distracting. Hats should not be worn inside the school building. Inappropriate words, sponsors, pictures, bare midriffs, sagging pants, exposed underwear, and revealing tank tops are not allowed. The length of students' clothes (such as shorts, dresses, skirts) should minimally be as long as the student's fingertips when the students' arms are extended down the side of the body. Dress or appearance that disrupts the class or learning activity may require a student to call a parent so that appropriate clothing can be brought to school for the child.

Electronic Devices/Cell Phone Policy and Regulation

Per Board Regulation 5146, except with prior consent for health reasons, electronic signaling or imaging devices must be turned off and put away throughout the school day in a student's backpack. (These include, but are not limited to, cell phones, gaming devices, dokiWatch, FiLIP, VTech Kidizoom Plus, and Gizmos.) Students may not carry personal devices with them on

campus during the school day without express permission from the principal. Devices are not to be used during the school day for phone calls. Phones are located in each classroom that students may request to use. On those days when a particular lesson or project would be enhanced with such devices, the teacher will notify the parents and students that they are allowed to bring their device to school. These devices will be collected and stored by the teacher on that day. Devices will be used only during the time frame of the particular lesson/project and will be returned to the student at the end of the day. Activity trackers have been approved by the district to be used; these are devices that do not have the ability to call/text nor provide camera/video options such as Fitbits, Garmin Vivo Fit, Jr., and UNICEFs.

General Guidelines

1. Bicycles and skateboards will be walked on all parts of the school campus, including the sidewalk in front of the school. Bikes should be parked in the provided bicycle racks. Bike locks are strongly recommended. Rollerblades are not allowed on school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards, or skates. Parents, please review traffic and safety rules with your children so their trip to and from school will be safe. Regular shoes must be worn on school grounds. Wheeled shoes are acceptable footwear, but the wheels may NOT be used at school in the hallways or on the playground.
2. Toys are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
3. So that no child feels overlooked, please do not distribute party invitations or thank-you cards at school. Please follow the guidelines of the district's Wellness Policy when sending treats to classroom celebrations. Board Policy 5030 states, "Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for individual or for class consumption." The entire board policy may be viewed online at <https://boardpolicy.pgusd.org/2015/12/22/5030-student-student-wellness-health-and-physical-education/>.
4. Students are not to leave the school grounds during school hours without being signed out in the office. If you know ahead of time that your child will be leaving early, please send a note to the teacher. The child is then called from the classroom to meet the parent in the office. Only people listed on the emergency card may pick up the child unless we have a written, signed note from the parent. If office staff does not know the person coming to pick up a child, the adult will need to show identification before the child will be released.
5. Students are not to bring gum, candy, and soda to school.
6. Students should not be picked up at their classroom. Please find a convenient, safe place outside the building to meet your child after school.
7. PLEASE, PLEASE, PLEASE – DO NOT DOUBLE PARK in front of the school to pick up or drop off your child. This is illegal. There are many safe places to park around the side streets and the back of the school that do not increase the congestion in front of the school. For the safety of all children, please park and meet your child in a safe place.
8. Please adhere to the 3-minute parking rule in front of Robert Down School (on Pine Avenue) between 8:20-8:50 A.M. Do not park here if you need to come into the school. This area is strictly a quick drop-off/pick-up zone. Spruce Avenue between 12th and 13th streets is also a quick drop-off/pick up zone all day. There is no parking allowed on the RHD side of the street.

9. Students who ride the bus to school are required to purchase a bus pass through the P.G.U.S.D. District Office. The cost per student is \$100 per year (\$150 for two or more students), or \$80 per semester (\$120 for two or more students). Students who fail to follow the directions of the bus driver may lose the privilege of bus transportation.
10. Dogs are not permitted on campus with the exception of service dogs.
11. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 U.S.C. 6083, Labor Code 6406.5) The Board further prohibits the use of tobacco products and e-cigarettes at all times on district grounds and facilities.
12. At the start of each year, parents are asked to complete an emergency card for each of their children. If a child has a condition that could result in an emergency situation during the school day, we make every effort to contact the parent to develop a specific emergency plan and attach a copy to the emergency card. If you believe this applies to your child, and would like to develop a plan, please contact our health clerk at 646-6540.

CA Assessment of Student Performance and Progress/Smarter Balanced Test (SBAC)

CAASPP/SBAC testing is administered to students in grades 3, 4, and 5 every year. These are state-mandated tests which are not used to determine report card grades. The results are used by the district as one factor in course placement in grades 6-12. This testing data is used by the 23 California State University campuses as English and Math placement tools. It is vital that students participate and give their best effort; however, parents/guardians may opt out their student(s) by sending communications to the principal indicating which specific tests should not be taken by their child: Computer Adaptive Test (CAT) ELA, Performance Tasks (PT) ELA, CAT Math, PT Math, and/or CA Science Tests (CAST - 5th grade only). RHD's results have provided opportunities for our school to be eligible for Blue Ribbon recognition at the state and national level. PGUSD administers Interim Formative Assessments (IFAs) three times throughout the year to help students hone their keyboarding and computer-based test-taking skills.

Interim Assessments

RHD also uses interim assessments to help identify which students need support for reading, writing, and math skills within the classroom as well as Intervention services. These include Kindergarten ESGI letter and sound recognition monitoring, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for grades 1st-5th, the Scholastic Reading and Math Inventories (SRI & SMI) for 3rd-5th grades, and NWEA MAP reading, language, and math assessments. None of these assessments are used for classroom grading.

Library Policy

The library is open from 8:30 A.M. to 3:00 P.M. daily. Please use inside voices and do not bring food or drink while visiting. Students may be in the library outside of their regular class visit with a note from their teacher and if the librarian is present.

Library books may be checked out for one week at a time and then must be renewed or returned. Students must take responsibility for the replacement of damaged or lost materials. Additional items will not be checked out for use outside of school until the lost item is returned, paid for, or replaced. Replacement copies are acceptable as approved by the librarian.

Students may use the Library Web Page to access the catalog and reference resources. Students must have a Technology User Agreement on file with the school in order to use the Internet. Misuse may result in disciplinary consequences and the loss of privileges.

Physical Education

All K-5 students participate in Physical Education for thirty minutes each day. The State Board of Education requires each elementary aged child (Grades 1-5) to participate in a minimum of 200 minutes of Physical Education every ten days.

1. **APPROPRIATE DRESS**—It is very important that your child wears comfortable, loose clothing that allows movement. It is even more important that comfortable, supportive, closed-toe, athletic shoes are worn. UGGS, CROCS, SANDALS, FLIP- FLOPS, DRESS SHOES, HIGH HEELS, and BOOTS are not acceptable. If your child does not wear appropriate shoes, he/she will not be allowed to fully participate in our Physical Education class and will not get credit for that day. Some students opt to bring a change of shoes in their backpacks for physical education.
2. **JACKETS, SWEATSHIRTS, AND SWEATERS**—In Pacific Grove, the weather is constantly changing: foggy, hot, windy, drizzly, gorgeous, etc. Our students tend to dress in layers. Please put your child's first and last name on the inside of jackets, sweatshirts, and sweaters. If something has been left or forgotten at school, remember to check the Lost and Found, which is located outside the Cafeteria near Room 20.
3. **MEDICAL EXCUSES AND NOTES**—If your child cannot participate in Physical Education class due to an illness or injury, the parent or guardian should send a written note to school. If your child needs to be excused from class for more than three days, a note is needed from your child's doctor stating the nature of the illness or injury, and approximately when the child can return to Physical Education class. For an extended illness or injury (four weeks or longer), a written release from the doctor stating your child is healthy and able to return to physical education is required.
4. **EQUIPMENT & SAFETY**—Your child's safety and that of others is our primary concern. Any unsafe behavior or misuse of equipment will cause a student to sit out from the class activity. Parents will be notified of serious incidents or when their child is having repeated difficulty staying safe in Physical Education class.
5. **PHYSICAL EDUCATION EXPECTATIONS OF BEHAVIOR**—As with all classrooms, the Physical Education program has a behavior policy that is provided to each student. This policy teaches moving with control, respecting self and others, developing self-esteem, communication skills, and solving conflicts.
6. **PHYSICAL FITNESS TESTING (5th Grade)**—Per Education Code Section 60800, each spring, 5th-graders participate in the CA Physical Fitness Testing in six categories: Aerobic Capacity, Body Composition, Abdominal Strength and Endurance, Trunk Extensor Strength and Flexibility, Upper Body Strength and Endurance, and Flexibility. All results are confidential and only shared with the CA Dept. of Education and P.G.U.S.D. Physical Education staff. For more information, please visit <https://www.cde.ca.gov/ta/tg/pf/>.
7. **CA HEALTHY YOUTH ACT** requires presentations in nutrition, physical activity, and growth/development. Most of these lessons will be taught by our Physical Education teacher but may also be presented in the homeroom classroom. The PGUSD Nurse also provides lessons regarding Growth/Development and Sexual Health/Family Life Education in two 50-60 minute sessions: Puberty and Maturation and HIV/Aids.

Presentations are available for parents in the health office. Parents/Guardians may opt out their student(s) from these lessons by contacting the principal or district nurse.

8. OFFICE HOURS AND CONFERENCES – The Physical Education teacher, Ms. Tobin, is available before and after school and during prep time. Please call or email the teacher at ptobin@pgusd.org if you wish to schedule an appointment.

Campus Safety and Emergency Guidelines

In the event of a serious emergency:

1. RHD staff has been trained in the Big Five School Safety Protocols (Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation) and will take appropriate actions in any emergency. The office will establish a communication center along with a first aid center, if needed, during an evacuation on Jen Hinton Field near the PE shed/intermediate playground/center stairs.
2. Teachers will keep all of their students together until a family member or individual listed on their emergency card arrives to pick up their child.
3. When coming to the school to pick up children after an evacuation to Jen Hinton Field, Kindergarten-2nd grade adults should come with proper ID to the Spruce/13th Street gate, and 3rd-5th grade adults to the Junipero Avenue (field) gate. RHD staff must identify everyone from emergency cards before students are released and will guide students to the proper gate for pick up. Junipero may be the only pick up area if emergency personnel deem Spruce and 13th unsafe. Adults should not enter campus through any other entrances due to emergency personnel’s need to access the area to investigate the emergency. Do not add yourself to the problem (fire, gas leak, falling debris, etc.). Keep yourself safe in order to bring your student home.
4. Parents will not be able to pick up students directly from the classroom (unless this has been determined as a safe pick-up area) and are discouraged from entering campus. Students will be called to the office or student-release area to meet their parents. Students will be dismissed directly to parents by the classroom teacher only if the parent has checked in with office personnel at the proper gate during an evacuation/student release, or through the office if another location has been determined for pickup.
5. Alternative sites for student release will be the PGMS pick-up circle (Kindergarten-2nd grades use the Sinex side and 3rd-5th grades use the Hillcrest side) **OR** the PG Community Center/tennis courts if PGMS is not available.
6. Please visit <https://pgusd.org/safety/> for more information about the Big Five protocols and PGUSD’s safety goals and policies.

Information for Families in Transition

The Local Education Agency (LEA) provides the parents or guardians of homeless children and youth opportunities to participate in the education of their children.

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their school of origin or enroll in a new school. If this describes your family’s living situation or if you are a student not living

with a parent or guardian, please contact the principal at Robert Down School or PGUSD Homeless Liaison, Ms. Clare Davies, at the District Office at (831) 646-6523.

Playground Supervision and Guidelines

Our playground will be properly supervised for the safety and welfare of our students. We have some wonderful places for children to play with the following supervision and guidelines to be maintained:

1. Kindergarten will remain on the primary playground. Grade 1 will remain on the primary playground for the 10-minute recesses and may play on the intermediate playground during lunch recess. Grade 2 may play on the primary or the intermediate playground, and Grades 3-5 will remain on the intermediate playground.
2. During the 10-minute recess periods (9:55-10:05 and 1:55-2:05), intermediate students are to remain on the blacktop and play-structure areas only. The upper field is open during lunch recess with designated areas for Grade 1-5 students.
3. The recesses are designed to allow children to have a snack, go to the restroom, play, and socialize. During this time, chasing and tag games or other rough activities are not allowed in order to avoid children running into others or receiving injuries through falls. (We have made a special effort to have extra equipment such as balls, jump ropes, etc. available to give the children as many options as possible.)
4. Do not climb the trees or hang on branches.
5. At recess time, students must be on the playground and out of the hallways unless directed to the office by an adult.
6. Students should go across the bars in one direction at a time and never on top of the bars.
7. No jumping off the playground structure.
8. When using the slide, walk up the stairs and slide down the slide only in a sitting position.
9. Follow all P.E. rules for game playing.
10. Children are to eat their snacks at the benches or picnic tables before playing. We encourage fruits, vegetables, dairy, lean protein, whole grains, and nutritionally rich foods to give children lasting energy. Please do not send children with soda, gum, or candy, which does not provide the nutrition needed to be the best student possible.
11. Toys are to be left at home unless there is special permission given by the teacher.
12. At the end of the recess, a bell will sound. The children are to immediately stop what they are doing and stand still until released by the staff on yard duty. The children will be instructed to walk to their class line.
13. There will be no ball playing on the primary grass area before or after school due to the amount of parents and siblings during drop off and pick up.

Off-Limit Play Areas:

- ◆ West side of the main building near Co-Op
- ◆ Behind or between any buildings/portables
- ◆ Stairs near Spruce and Fountain near garbage bins
- ◆ Field near Junipero Fence - area marked with line
- ◆ Outside fenced playground area - Let a supervisor know if a ball goes over the fence

Lunch and Cafeteria Guidelines

- ◆ The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch and classroom celebrations.
- ◆ Lunch is from 12:05-12:50 for 1st-5th grade students, and from 11:55-12:40 for kindergarten students.
- ◆ Students may purchase a hot lunch for \$3.00
- ◆ Milk may be purchased for \$0.50 for those not purchasing lunch.
- ◆ Every student has a lunch account
- ◆ Parents will receive weekly calls and emails reminding them that there is money owed on their student’s account.
- ◆ All outstanding balances need to be paid by the end of the current school year.
- ◆ Families are encouraged to apply for free and reduced meals at any time during the school year. Free and reduced meal applications are available in the school office or the cafeteria or can be accessed online at <https://foodservice.pgusd.org/application/>.
- ◆ Parents are encouraged to pay in advance for meals. At any time during the school year, parents may pay online at www.EZSchoolPay.com or by sending money to school to be applied to their student’s meal account. You will need your child’s student ID number in order to pay online. You can get this number by calling the school office. If you send money with your child, it needs to be dropped at the office in the morning and clearly labeled with your child’s name, teacher’s name, and ID Number so the money is applied appropriately. As the student makes purchases in the cafeteria, the amount will be deducted from the balance.
- ◆ If there is no money on your child’s account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- ◆ If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item e.g. milk or water will be allowed to be purchased.
- ◆ Site Principals will be notified when student’s negative balances reach \$25.00..
- ◆ When finished eating, students will clean their area, raise their hand to be excused and, when excused, will recycle their trash and walk to the play area. We applaud students who are able to bring a “zero-waste” lunch to school.
- ◆ Allowing charges to accumulate can lead to financial losses to the Food Service Program and is unfair to the families that do pay for their meals. If unpaid charges become excessive, the District reserves the right to take steps deemed necessary to collect charges owed and to prevent further loss to the District. These actions can include, but are not limited to:
 - offering an alternative meal
 - initiating collective agency actions proceedings, which may affect a parent’s personal credit rating
 - denying campus activities
- ◆ If you have any questions or concerns, please feel free to call the Nutrition Director at 646-6521.

Additional Guidelines for Students

- ◆ While waiting in line for hot lunch, keep your hands to yourself and use quiet voices.
- ◆ Walk in the cafeteria at all times.

- ◆ You may talk quietly in the cafeteria – use “inside” voices.
- ◆ While eating, remain seated and use appropriate table manners.
- ◆ Students must stay seated in the cafeteria for at least twenty minutes.
- ◆ When students are finished eating and wish to be excused, they should:
 - Clean their area
 - Wait to be excused
 - Raise their hand
 - Walk to the playground

Payments can be made using either cash or checks (made payable to P.G.U.S.D. Food Service).

Assembly Guidelines

Before Assembly:

- All students must walk into the “Ottertorium” in a quiet, orderly manner.
- Teachers will direct students to their assigned seating area.
- Parents are to sit in the back of the “Ottertorium,” behind the fifth-grade classes.

During Assembly:

- Give the performers the courtesy of proper attention
- Clap at the appropriate time.

After Assembly:

– When the assembly is over, students will leave in a quiet, orderly manner under the direction of their teacher.

We Are the Otters

R-H-D is the school for me
 R-H-D we are a great big family
 R-H-D a great school in PG
 We are the Otters
 Getting Smarter
 Each Day

Toolbox Training ~ Building Resilience, Self-Mastery and Empathy for Others

We believe in empowering your children to learn how to manage their emotions and solve their own problems. We teach students how to strengthen and develop their own innate capacity to form a cohesive and caring community at school. The Toolbox social-emotional program gives the staff and students a common language and methods of fostering healthy relationships and well-being for each student. Toolbox lessons are taught within grade level homerooms as well as once per week during P.E.



Three-Step Plan for Conflict Resolution

On the playground, the students are taught to use Rock, Paper, Scissors to keep games moving along, as well as the Three-Step Plan for Conflict Management:

1. *Use Your Words*

Students are encouraged to tell others what they think and feel in a respectful manner.

2. *Walk Away*

Students are encouraged to walk away when they can't manage a situation or solve a problem (cool off). It is hard to fight or argue with someone if you are not there.

3. *Get Some Help*

If students cannot solve the problem, seek adult help. On the playground, find a staff member in the role of Yellow Jacket.

School to Home Communication and Parent Conferences

To assist parents in receiving regular information, the RHD office and principal will send emails and texts to parents via our Smore system each week regarding upcoming events and important announcements. Classroom newsletters are sent out on a regular basis from all teachers. Parent conferences will be formally held as noted in the calendar, and others will be scheduled as needed by either the parent or the teacher. Student report cards will be sent home during the fall and spring parent conference times, as well as at the end of the school year. If you need assistance in this area, contact your child's teacher or call our office at 646-6540.

Homework

In consultation with parents and students, the elementary educators of Pacific Grove Unified School District have developed our homework policy. All groups recognize that quality homework should support the content being taught in classes and should develop a love of learning in students. Our homework plan seeks to build study skills in students as they progress through school while allowing students plenty of time after school to play with friends and spend time with their families.

Homework assignments are given Monday through Thursday. Long-term projects may be worked on during holidays or weekends; however, ample time is given so that every long-term project can be completed by consistently working on the project Monday through Thursday during the school weeks prior to the deadline.

Time spent on homework should be approximately 10 minutes times the grade level in 1st to 5th grades (1st grade = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes, 4th grade = 40 minutes, 5th grade = 50 minutes). For grades 1 and 2, the total homework time is exclusive of required reading time. For Grades 3 through 5, homework time is inclusive of required independent reading time. Should your child's homework time consistently exceed the expected amount, please speak with your child's teacher.

Weekly activities bags are sent home for kindergarten students. While completing activity bags is optional, daily reading with your kindergarten child is recommended.

Some homework in the upper grades requires access to a computer and Wi-Fi outside of the school day. If you do not have a computer and/or a Wi-Fi connection available to you, please reach out to the RHD Computer Tech at <https://sites.google.com/pgusd.org/distance-learning-guide/tech-support?authuser=0>

Grades on the report card for each subject area reflect mastery toward content standards. The report card homework grade reflects the student's completion, effort, and utilization of a growth mindset in all homework assignments.

Homework provides opportunities for all students to build study habits, self-discipline, and time management. Please contact your child's teacher if your child truly lacks understanding of a concept during the completion of homework. Always encourage your child and praise their efforts and improvements. If your student is absent, you may request homework when you call the absence line prior to 8:30 A.M. The absence line is available 24 hours a day at 646-6663.

Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete. Staff will assess and recommend any adjustments, as needed. If possible, teachers assigning technology-dependent homework assignments will offer non-technology-dependent homework assignments as an alternative, if possible.

School staff will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

For more information regarding homework, please see P.G.U.S.D. Board Policy 6154 at www.pgusd.org.

Homework Guidance

A consistent time and place for study is important to your child's learning. The area should be comfortable and quiet (free from distractions), and well lit. A small table can serve as a desk. To minimize interruptions during study, help your child organize supplies (pencils, erasers, rulers, dictionary, paper, crayons, etc.) and have these materials nearby and ready to use.

Be sure your child understands the homework and review the directions or work a problem together to reinforce the concept. Be available for your child during homework time and share the completed assignments before they are returned to school but DO NOT do the homework the child is to complete.

Rules of Conduct

We believe that:

- ◆ All teachers have a right to teach without interruptions.
- ◆ All students have a right to learn without being disturbed by others.

In support of our beliefs, the following Rules of Conduct apply to all students:

- ◆ Students will come into the school building quietly and on time.
- ◆ Students will follow the directions of all teachers and other school personnel, the first time they are given.
- ◆ Students will be polite and respectful to adults and other students at all times.*
- ◆ Students will not use inappropriate language (swearing*, teasing, name-calling, put-downs) at any time.
- ◆ Students will not bring candy, gum, or soda to school at any time.
- ◆ Students will keep their hands, feet, and other objects to themselves.
- ◆ Students will show respect for the property of the school and the belongings of others.
- ◆ Students will settle differences without fighting. **
- ◆ Students will arrive at school punctually and with homework completed as assigned.

* In the case of swearing and/or obvious disrespect, the student may be suspended immediately.

** In case of fighting, students will be suspended.

Consequences

1st Occurrence: Teacher notified and staff member speaks with child.

2nd Occurrence: Teacher speaks with child's parent and informs principal.

3rd Occurrence: Teacher speaks with principal and principal contacts parents.

Note: Our staff seeks teachable moments for students as well as appropriate consequences.

Student Alternative Discipline

The goal of discipline is to maintain a positive atmosphere for learning while teaching students to be responsible citizens. Like citizens in any community, students must obey the rules to assure that individual rights are not violated by the misconduct or disruptive acts of others. Administrators and staff are delegated the authority and responsibility to ensure that the desired goals of equal educational opportunities and an environment conducive to learning are achieved. When students misbehave, we give them the opportunity to correct their inappropriate behavior and to find a way to make better choices for themselves. Home and school share the responsibility of helping students develop the life-enhancing capability of self-discipline.

When students are sent to the office to meet with the principal for a violation of CA Ed Code, a three-pronged approach will be used to correct their behavior: Restorative, Reflective, and Instructional.

- When it is appropriate, an opportunity for the student to **restore** the relationship between themselves and the stakeholder/offended will occur. This is where the Toolbox "Apology and Forgiveness Tool" is used to repair harm.
- An opportunity for the student to reflect on decisions and behaviors verbally and/or through writing. Three questions will be asked regarding the student's behavior(s):
 - Was it safe?
 - Was it kind?
 - Was it my personal best?
- A teaching opportunity will occur to target the function of the behavior and to help the student learn the skills (Toolbox) needed to not engage in the behavior again.

Suspension is seen as a last resort for student discipline if alternatives are not working to end unnecessary behaviors. Students are suspended for very serious violations of CA Ed Code 48900. Suspended students shall be excluded from all school-related extracurricular activities during the period of off-campus suspension. A suspension may also include, but is not limited to, the loss of participation in school-related activities (such as field trips, school performances, sporting events, classroom/school celebrations, etc.).

The PGUSD Board approved a district-wide discipline matrix which is available in the office and online at <https://robertdown.pgusd.org/discipline-matrix-for-parents/> or <https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>

Good Citizen Program
“You Otter Be A Good Citizen”
Otter Club



Effective the first day of school, we establish the Robert Down Good Citizen Otter Club. This is a club established to encourage and recognize appropriate school attitudes and behaviors.

The following criteria are suggested for monthly selection of Otter Club members:

- Students will do their best on assigned work at school and at home.
- Students will be respectful to others; no name-calling, put -owns, teasing, etc.
- Students will show proper respect for all adults.
- Students will not hurt others or engage in activities that might be unsafe.
- Students will not use vulgar or inappropriate language or gestures.
- Students will not fight.
- Students will respect all personal and school property.
- Students will use appropriate table manners when eating.
- Students will be helpful and considerate to others.
- Students will arrive to school on time.

Recognition and Awards

Each month, teachers will select good citizens from their class to participate in the Otter Club and will provide the principal with the names of those students. The principal will make monthly presentations in each classroom, whenever possible, to announce the Otter Club recipients. Outstanding acts of kindness as well as 5th grade Toolbox Honors will be presented during the Spring Dance at the end of the year. All 5th graders present in the spring are eligible for handprints in the hallways.

Caught Being Good

The entire staff of Robert Down School will be on the lookout for students performing acts of kindness during the school day and how students are utilizing their toolbox tools. Students “caught being good” will be given a recognition card and a well-deserved pat on the back. Students may put their cards in the “Caught Being Good” box in the school lobby. At every Random Act of Kindness assembly, all are acknowledged for their good deeds and 12 students’ names are drawn from the “Otter” box for a special get-together with the principal.

Volunteer Opportunities

We can use your help in the education of your child. It is absolutely essential that you be involved in your child's schooling. There are two places where you can be involved: at home and at school. First and foremost, your consistent involvement at home will have the most positive impact on your child's learning and is the most realistic for most parents. Please make sure that you are reading the notes coming home from school and are aware of the work being assigned. Make sure your child, not you, does the work. Offer your assistance only if necessary. Secondly, volunteering at the school during school hours or after school and on weekends is an extremely useful and gratifying way to help. For the safety of our students and volunteers, all volunteers are required to complete Live Scan Fingerprinting at the Pacific Grove District Office. Paperwork can be picked up in the Robert Down lobby or online at pgusd.org. Please call 646-6593 to schedule your appointment. Once clearance has been verified, volunteers will be under the direct supervision of a staff member and will not work alone with students. See below for some suggestions and how you might help.

- ◆ Classroom helpers for a variety of subject areas (reading, writing, spelling, math, art, etc.), listening to children read, working with particular groups or stations as the students rotate, or doing drill and practice with individuals or groups. Parents who can help on a regular basis in this way should contact your teacher to see what is needed.
- ◆ Assist with classroom projects, or work on the bulletin boards or other special needs.
- ◆ Assist with costumes for the Butterfly Parade or drama productions.
- ◆ Participate in P.T.A.
- ◆ Assist in the library.
- ◆ Help on Pride Days, which are held twice a year on a weekend to paint, build, clean, garden, fix, and beautify our school buildings and campus. (Board Policy #7230)
- ◆ Be an art or garden docent.
- ◆ Chaperone a field trip.
- ◆ Assist the office or teacher with clerical work.
- ◆ Sign up to be your classroom PTA liaison.
- ◆ Assist the classroom liaison in special schoolwide projects sponsored by your child's grade-level team.



Guidelines for Robert H. Down School Volunteers and Parents/Guests



We love our parents and volunteers, and are thankful for your effective involvement. The staff has put together some guidelines to develop a healthy climate of respect and professionalism.

1. Your role in the classroom is important. Please remember to:
 - Give appropriate praise and motivation.
 - Use tutoring strategies such as: repeat directions to the student, allow the student to complete task on his/her own, take a different approach, model a correct response, use visuals, etc.
 - Use appropriate language to guide students rather than just give the answer.
 - Avoid negative comments such as, “Don’t act like a baby” or “You should know this.”
 - Let children make a mistake and say, “Try that again.”
 - When a child says, “I don’t get it” or “I don’t know what we’re doing,” state the activity in a new way. The teacher will be available should a student need additional help that the parent or volunteer may not be able to provide.
 - Help all students, not just your own child.
 - Allow your own child to be self-reliant in the classroom.
2. Volunteers need to be trained on the operation of all machines and where/how supplies are utilized. There will be group training at the beginning of each school year. New volunteers should contact the office manager and make an appointment for training since there will be periodic training times available during the school year.
3. Volunteers and parents should display appropriate behavior in the hallways. We would appreciate the hallways being clear during school time (8:45 A.M. to 3:10 P.M.).
4. Student behavior is private and is to be dealt with by the teachers and other authorized personnel. Volunteers and parents should adhere to confidentiality in regard to all students. Due to IEPs and other behavior contracts, some students have different expectations and goals. Being respectful toward all students is expected by all volunteers and parents.
5. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, revealing necklines, hats (indoors), or inappropriate sayings on clothing. Use professional language. No slang, please.
6. Do not discipline. Let the teacher take over in that area since he/she knows what the child may be working on behaviorally, or if the child has issues affecting behavior that day.

7. Volunteers and parents should be actively engaged in the activity at hand. Please save conversations for outside of school rather than the back of the classroom. If a phone conversation or text must be answered, please step outside of the classroom/building.
8. Let the teacher be in charge of the lesson and the expectations. Volunteers should take the teacher's lead and, if there's a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
9. Younger siblings should not be brought to school during volunteer time in the classroom.
10. In assemblies, parents and volunteers (unless they are specifically helping with a student) should sit behind all of the classes and follow all assembly rules.
11. All of the rules and regulations that govern staff and students at Robert Down apply equally to volunteers and parents. Being on campus is a privilege, not a right, for parents and volunteers. This privilege can be revoked by the administration.
12. Your classroom teacher may have additional rules that will be given to the parents and volunteers.

Parent Teacher Association - PTA

The PTA is an essential part of the education of all children at Robert Down School. While many PTAs function as a fundraising vehicle, our PTA assists the school in many ways. The Robert Down PTA not only provides volunteer and monetary support to every classroom, it also sponsors family fun and educational nights, the annual family dinner and silent auction, book fairs, campus pride days, Dr. Seuss Day, Teacher Appreciation Week, and many other events that enhance the overall climate of Robert Down School.

The PTA membership drive begins in August, and all families and staff are encouraged to join. To learn more about the PTA, please visit <https://robertdownpta.org>, see your classroom liaison, and attend the PTA meetings virtually or in the school library. Dates and times of meetings are posted on the signs outside of the school. Additional PTA information will be coming to you via the RHD Weekly Principal's Update or *The Otter Times*, our PTA-sponsored school newsletter. Messages can be left for the PTA by calling 646-6540 x357.

Parent Leadership Opportunities: School Site Council

The Robert Down School Site Council develops the Single Plan for Student Achievement (SPSA), which is a plan of action to raise the academic performance of all students, the Safety Plan as well as analyzing parent and student survey results to help with financial decisions. This advisory council made up of RHD staff and parents meets on the third Monday of the month from September through May at 3:30 P.M. virtually or in the principal's office. All meetings are open to the public. Please contact any member of the site council for more information.

Appendix

Robert H. Down Bell Schedules

Regular Schedule (1st-5th Grade)		Regular Schedule (Kindergarten)	
8:40	Warning Bell	8:40	Warning Bell
8:45 - 9:55	Instruction	8:45 - 9:35	Instruction
9:55 - 10:05	Morning Recess	9:35 - 9:50	Recess
10:05 - 12:05	Instruction	9:50 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess	12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction	12:50 - 1:40	Instruction
1:55 - 2:05	Afternoon Recess	1:40 - 1:50	Recess
2:05 - 3:10	Instruction	1:50 - 2:10	Instruction
3:10	School Ends	2:10	School Ends



Thursday Schedule (All Students)	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction
1:55	School Ends

Minimum Day Schedule (All Students)	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:10	Instruction
12:10	School Ends

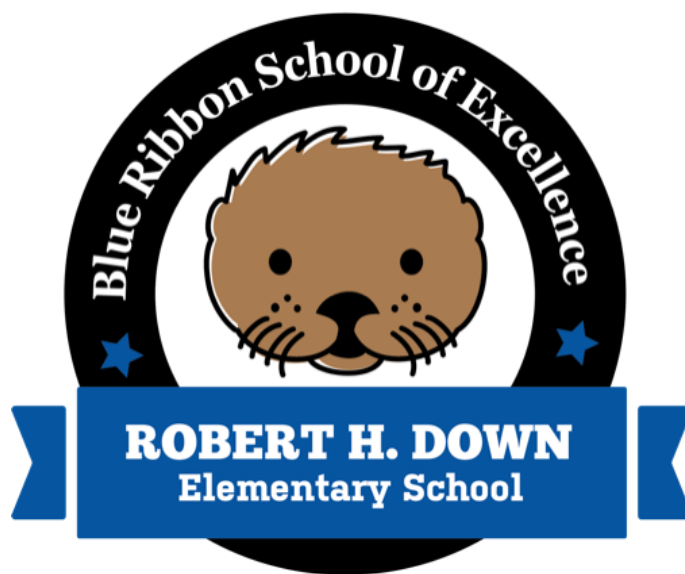
Robert H. Down Staff				
Main Office - (831) 646-6540 Fax - (831) 648-8414				
Name	Email	Position	Location	Extension
Sean Keller	skeller@pgusd.org	Principal	Office	(831) 646-6540
Amy Riedel	ariedel@pgusd.org	Office Manager	Office	(831) 646-6540
TBD	@pgusd.org	Attendance Clerk	Office	(831) 646-6663
Cindy Waznis	cwaznis@pgusd.org	Health Clerk	Office	303
Erica Chavez	echavez@pgusd.org	Kindergarten	A-2	122
Christina Renteria	crenteria@@pgusd.org	Kindergarten	A-3	123
Julie Kelly	jkelly@pgusd.org	Kindergarten	E-4	316
TBD	@pgusd.org	1st Grade	E-3	134
Michelle Evans	mevans@pgusd.org	1st Grade	E-2	133
Jacqueline Perkins	jperkins@pgusd.org	1st Grade	E-1	132
Christina Luciano	cluciano@pgusd.org	2nd Grade	11	111
Page Gilmore	pgilmore@pgusd.org	2nd Grade	17	117
Denise Johnson	denise.johnson@pgusd.org	2nd Grade	13	113
Anna Darnell	adarnell@pgusd.org	2nd Grade	15	115
David Jones	djones@pgusd.org	3rd Grade	5	105
Stephanie Perlstein	sperlstein@pgusd.org	3rd Grade	6	106
Kris Stejskal	kstejskal@pgusd.org	3rd Grade	3	103
Steven Ibrahim	sibrahim@pgusd.org	3rd Grade	8	108
Stefanie Pechan	spechan@pgusd.org	4th Grade	7	107
Angelee Brockmeyer	abrockmeyer@pgusd.org	4th Grade	10	110
Karen Levy	klevy@pgusd.org	4th Grade	2	102
Mary Hiserman	mhiserman@pgusd.org	5th Grade	4	104
Sydney Dacuyan	sdacuyan@pgusd.org	5th Grade	9	109
Anne Hober	ahober@pgusd.org	5th Grade	C-2	318
Patty Bloomer	pbloomer@pgusd.org	SDC Moderate/Severe	19	119
TBD	@pgusd.org	Resource Specialist	A-1	121
Laura Rivera	lrivera@pgusd.org	Speech Therapist	20	220
Lauren Davis	ldavis@pgusd.org	Resource Specialist	16	116
TBD	@pgusd.org	ELD	D-4	142
Megan Roach	mroach@pgusd.org	Occupational Therapy	20	220
Peggy Tobin	ptobin@pgusd.org	Physical Education	C-3	319
Jared Masar	jmasar@pgusd.org	Choral Music	C-3	319
Teresa Hruby-Purcell	thruby-purcell@pgusd.org	5th Instrumental Music	C-3	143
Heather Zunguze	hzunguze@pgusd.org	Intervention	A- 1	121
Jackie Kite	jkite@pgusd.org	Pine Ave. Co-Op	Co-Op	(831) 646-6583

Robert H. Down Support Staff Main Office - (831) 646-6540 Fax - (831) 648-8414				
Name	Email	Position	Location	Extension
Anne Scanlon	ascanlon@pgusd.org	Librarian	Library	112
Dessie Zanger	dzanger@pgusd.org	Psychologist	Loft - 2	140
Sonda Frudden	sfrudden@pgusd.org	Counselor	Loft - 3	139
Daniel Schwartz	dschwartz@pgusd.org	Computer Tech	C-1	317
TBD	@pgusd.org	Food Service	Cafeteria	131
Sally Jones	sjones@pgusd.org	Food Service	Cafeteria	131
Jill Houston	jhouston@pgusd.org	BASRP Director	D-1	(831) 646-6548
Jennifer Fuqua	jfuqua@pgusd.org	BASRP/Noon Duty	D-1	
Evelyn Franco	efranco@pgusd.org	BASRP afternoons	D-1	
Ryan Rodewald	rrodewald@pgusd.org	BASRP afternoons	D-1	
Tammie Kirmil	tkirmil@pgusd.org	BASRP afternoons	D-1	
Kari Galer	kgaler@pgusd.org	Garden Coordinator	Garden	(831) 646-6540
Edward Overstreet	eoverstreet@pgusd.org	Head Otterstodian		
TBD	@pgusd.org	Head Night Custodian		
TBD	@pgusd.org	Night Custodian		
RHD Instructional Aides				
Sally Jones	sjones@pgusd.org	Kindergarten	A-3	(831) 646-6540
Norma Barakat	nbarakat@pgusd.org	Kindergarten	E-4	
Caroline Wade	cwade@pgusd.org	Kindergarten/Noon Duty	A-2	
Pam Chrislock	pchrislock@pgusd.org	Intervention/2 nd	15,13,11	
TBD	ataylor@pgusd.org	1 st /3 rd /Noon Duty	Various	
Leslie Horn	lhorn@pgusd.org	2 nd -5 th RSP/Noon Duty	Various	
Melissa Gibson	mgibson@pgusd.org	1 st /2 nd /PE IA	Various	
Audrey Kitayama	akitayama@pgusd.org	4 th & 5 th RSP	Various	
Nargess Akhavi	nakhavi@pgusd.org	Intervention/4 th & 5 th	Various	
April Gabriel	agabriel@pgusd.org	Academic Integration	19	
Teresa Ramirez-Dewitt	tramirez@pgusd.org	Academic Integration	19	
Andrea Webb	awebb@pgusd.org	Academic Integration	19	
Kyle Villavicencio	kvillavicencio@pgusd.org	Academic Integration	19	
Christina Zantman	kzantman@pgusd.org	Academic Integration	19	
Roberto Dixon	rdixon@pgusd.org	Physical Ed/Noon duty	PE	
PGUSD District Office and Board of Education				
Dr. Ralph Gomez Porras	Superintendent rporras@pgusd.org	John Paff	Board President jpaff@pgusd.org	
Song Chin-Bendib	Assistant Superintendent schinbendib@pgusd.org	Brian Swanson	Board Clerk bswanson@pgusd.org	
Billie Mankey	Human Resources Director bmankey@pgusd.org	Carolyn Swanson	Trustee cswanson@pgusd.org	
Ani Silva	Curriculum Director asilva@pgusd.org	Cristy Dawson	Trustee cdawson@pgusd.org	
Jonathan Mejia	Technology Director jmejia@pgusd.org	TBD	Trustee @pgusd.org	
Matthew Binder	Digital Learning Director mbinder@pgusd.org	Matt Kelly	Maintenance/Transportation matt.kelly@pgusd.org	
Stephanie Lip	Nutrition Director slip@pgusd.org			

Pacific Grove Unified School District - 2021-2022						Date	Event
180 Day School Calendar							
	M	T	W	TH	F		
July 2021	26	27	28	29	30	7/30	New Hire Orientation
Aug 2021	2	3	4	5	6	8/2	Professional Development Day (Non Student Day)
	9	10	11	12	13	8/8	Welcome
	16	17	18	19	20	8/14	Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/16	First Day of School
	30	31	1	2	3		
Sept 2021	8	7	8	9	10	8/8	Labor Day Holiday
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	1	10/2	Butterfly Parade
Oct 2021	4	5	6	7	8	10/8	End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/16	Fall Break
	18	19	20	21	22		
	25	26	27	28	29		
	1	2	3	4	5		
Nov 2021	8	9	10	11	12	10/11	Veterans day Holiday
	15	16	17	18	19	11/24	Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/26-11/28	Thanksgiving Holiday
	29	30	1	2	3		
	6	7	8	9	10	12/17	End of 2nd Quarter (42 days)
Dec 2021	13	14	15	16	17	12/17	End of 1st Semester (88 days)
	20	21	22	23	24	12/17	Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3	Winter Break
	3	4	5	6	7	12/21-1/3	Winter Break
Jan 2022	10	11	12	13	14		
	17	18	19	20	21	1/17	Martin Luther King Holiday
	24	25	26	27	28		
	31	1	2	3	4		
	7	8	9	10	11		
Feb 2022	14	15	16	17	18	2/14-2/18	Presidents' Holiday
	21	22	23	24	25	2/21	Professional Development Day (Non Student Day)
	28	1	2	3	4		
March 2022	7	8	9	10	11	3/11	End of 3rd Quarter (42 days)
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31	1		
April 2022	4	5	6	7	8	4/8	Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/16	Spring Break
	18	19	20	21	22		
	25	26	27	28	29		
May 2022	2	3	4	5	6	6/27	End of 4th Quarter (50 days)
	9	10	11	12	13	6/27	End of 2nd Semester (92 days)
	16	17	18	19	20	6/27	Last Day of School
	23	24	25	26	27	6/30	Memorial Day
	30	31				6/31	Teacher Prep Day (Non Student Day)
	First Day/Last Day of School						Breaks
	Professional Development Day/Teacher Prep Day						Holiday (8 total)
	Welcome						Local Holiday (5 total)
	Minimum Day for Students and Classified Staff (3 total)						
185 Work Days - Current Teachers			188 Work Days - New Teachers			Instructional Days 180	

*A hundred years from now
 it will not matter
 what my bank account was,
 the sort of house I lived in,
 or the kind of car I drove.
 But the world may be different,
 because I was important
 in the life of a
 Robert H. Down Student!*

- *Forest E. Witcraft, Teacher & Scholar
 (With an RHD twist!)*



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

SUBJECT: Measure D – Approval of Microsoft Power BI

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the purchase of 3 licenses of Microsoft Power BI for reporting Measure D data.

BACKGROUND:

District staff researched tools to track all data as it pertains to Measure D expenditures. These products had high initial set-up and yearly costs. One program had an implementation cost of \$12,500 and a yearly service fee of \$15,000. Staff concluded that these programs would be beneficial if we had a larger bond with major construction projects to manage.

INFORMATION:

Staff was able to create a Microsoft Excel data base to track Measure D projects. Currently, the data base is tracking PO’s, contracts, budget adjustments, invoices, and cost categories. Microsoft Power BI organizes the data and provides customizable reports that will be used by the Business Office and pushed out to the website for public information.

FISCAL IMPACT:

\$16.89 from Measure D. May 1, 2021 – July 31, 2021

Budget	
In-House Maintenance Project (Series A) -	\$75,000.00
<u>Softchoice Proposal -</u>	<u>\$16.89</u>
Difference -	\$74,983.11



Softchoice
 20 Mowat Avenue
 Toronto, ON M6K 3E8

Sales/Order desk
 Phone: (800) 268-7638
 Fax: (800) 268-7639

Quote	Q-511340	CONSENT I
Date	22-Apr-2021	

Quote

Ship To :

Pacific Grove Unified School District
 435 HILLCREST AVENUE
 PACIFIC GROVE, CA 93950

Bill To:

Pacific Grove Unified School District
 435 HILLCREST AVENUE
 PACIFIC GROVE CA
 93950

Quote Prepared For	Pacific Grove Unified School District
Quote Sent By	Pacific Grove Unified School District Phone: Email: Madeline Pokora madeline.pokora@softchoice.com Phone: 312-655-9002 Fax: 01-Aug-2021 83899006 31-Jul-2023
Anniversary Date	01-Aug-2021
Authorization Number	83899006
Agreement End Date	31-Jul-2023
Comments	

CAMSA EES ENR # 83899006 - 3 months Add-on OLS

Item #	Mfg SKU #	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000279596	NK5-00001	PwrBIProforEDU ShrdSvr ALNG SubsVL MVL PerUsr	3	Upfront	01-May-2021	31-Jul-2021		Subscription	\$5.63	\$16.89
GROUP TOTAL										\$16.89

SUBTOTAL	\$16.89
DELIVERY: Ground - 3 to 5 days	\$0.00
State Tax	\$0.00
Local Tax	\$0.00

All currency in this quote is in (USD).	TOTAL	\$16.89
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*Payment options are only available in listed currency and not billable in other currencies. Pricing, availability, and special offers are subject to change at any time.
As noted in the Microsoft Enterprise Agreement, any online subscription services within this quote will automatically renew annually unless Softchoice is notified in writing at least 30 days prior to your anniversary. If you are within the final year of your agreement the previous statement does not apply; new products and quantities will be reviewed in your renewal process.*

Signature :

Name :

Title :

Date :

PO# : {{PO_es :signer1}}

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

SUBJECT: Public Hearing of Pacific Grove Middle School Science Curriculum, California Elevate Science

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board hold a public hearing for the Pacific Grove Middle School science curriculum, California Elevate Science published by Savvas Learning Company.

BACKGROUND:

Since the adoption of the Next Generation Science Standards (NGSS) for California in 2013, Pacific Grove Middle School has not had a curriculum completely encompassing the new standards. Starting in 2015 we began to teach the new standards in our classrooms by cobbling together lessons from the older, outdated textbook. For 5+ years teachers at Pacific Grove Middle School have used a variety of other resources to create lessons and units to cover these new standards.

Adopting the Savvas publication, California Elevate Science, will allow us to fill in the “holes” of our lessons, and create an equitable learning environment for students across grade levels despite staffing changes, etc. by having access to the same lessons, activities and readings provided by this adoption.

INFORMATION:

What did we do to eventually land on Savvas?

- Visited publisher fair to see and acquire samples of at least 10 different publishers
- Compared materials until we limited it down to 2
- Piloted both Stemsopes in the fall of 2020 and Savvas in the fall of 2020 to do a side by side comparison of the same lessons.
- Determined by Winter Break 2020 that Savvas provided the most comprehensive lessons and activities for OUR middle school students.

Why did we choose Savvas over the others?

- Provides a print and digital platform
- Uses the 5E (Engagement, Exploration, Explanation, Elaboration and Evaluation) method of Science instruction
- Provides multiple activities in both print and digital form that cover the same standard
- The assessment component mirrors the format on the California Science Test (CAST)

- Includes a google translate feature in any language for digital texts, activities, etc. (unlike most publishers that only offer in English and Spanish)
- With the use of a chrome extension, the computer will read aloud text for students who may be English learners or not at grade level in reading
- Uses a California focus on the phenomena based hooks for each lesson
- Digital work can be done offline if internet access is spotty and work can be uploaded later when access is greater.
- Offers additional lessons called “quests” for advanced students
- Google classroom compatible

FISCAL IMPACT:

8-year adoption for print and digital \$68,940.31, Curriculum budget, new expenditure budgeted for 2021-22 through 2029.



www.pgusd.org

PUBLIC HEARING

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

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509
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PUBLIC HEARING NOTICE

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 6, 2021, pursuant to Education Code Section 60119 and 60422:

PUBLIC DISCLOSURE OF PACIFIC GROVE MIDDLE SCHOOL SCIENCE CURRICULUM: CALIFORNIA ELEVATE SCIENCE PUBLISHED BY SAVVAS LEARNING COMPANY

The hearing will be held at the regular Board of Education meeting (VIRTUAL MEETING link available at www.pgusd.org), which begins at 6:30 p.m.

Copies of the Pacific Grove Middle School science curriculum California Elevate Science, published by Savvas Learning Company, will be available for public viewing beginning Thursday, April 22, 2021 through Thursday, May 20, 2020 at the District Office located at 435 Hillcrest Avenue, Pacific Grove.

For more information, please contact Ani Silva, Director of Curriculum and Special Projects at 831-646-6508.

Posted: April 22, 2021

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

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

SUBJECT: District Update on Response to COVID-19

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

INFORMATION:

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

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

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

SUBJECT: Pacific Grove Unified School District Strategic Plan 2020-21

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the District's Strategic Plan.

BACKGROUND and INFORMATION:

At the beginning of each school year the Strategic Plan, and modifications as recommended by District staff, should be reviewed for approval by the Board. Minor revisions to these plans are recommended as certain goals are achieved or become outdated. Modifications to the Strategic Plan were also included as part of the approved Local Control Accountability Plan.

The Strategic Plan, Superintendent Goals and School Site Plans will continue to be aligned to the approved Board Goals, with adjustments made according to any approved changes.

FISCAL IMPACT:

Program and budget decisions will be based on these plans and will appear as regular items on future Board agendas.

Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

BOARD GOAL: Student Learning and Achievement - Overall Educational

Program: every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community. ~~Every student is performing at or above grade level, engaged in his or her learning, and contributing positively to the community~~

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 (P1, P2, P7)

- ~~The District will focus on equity and equitable learning opportunities, especially in light of support and intervention in transition from distance learning to in-person. , especially in light of support and intervention in transition from distance learning to in-person, by using relevant and inclusive curriculum, instruction and assessment(P1, P6, P7, P8)~~
- All students will receive access to core programs in all content areas and student learning will be guided by California academic standards-based curriculum in all content areas, current California teaching standards, and local professional expertise (P2, P7)
- All students will be assessed for academic “learning gaps” due to Distance Learning gaps in the Fall 2021, if not sooner, and provided appropriate remedial learning opportunities
- Technology will be integrated in all subject areas, and distributed appropriately to all students, in order a strong focus used to engage students ~~and instruction will be used to engage students~~ in 21st Century Learning, as detailed in the Educational Technology Plan and supported by site level support (IE: Ninjas) (P2, P4, P5)
- ~~The Director of Curriculum will facilitate articulation nd collaboration across all grade levels curriculum via Instructional Leadership Teams (ILTs) and other collaborative leadership avenues – core, arts and electives (P2, P4, P5, P8)~~
- Teachers will use consistent accountability measures that are aligned with the California State Standards and other California Standards of the Teaching Profession. Teachers and administrators will use the PLC process in conjunction with valid assessment data to identify students learning needs and adjust instruction accordingly. Students are also engaged in their own learning process through goal setting (P2, P4, P5)
- Teachers will utilize the core targets in the California Standards for Teaching Profession as part of regular instruction, program planning and professional development (P1, P2, P4, P5, P8)
- Students and parents will have a clear educational plan established, including student outcomes, with supplemental support provided to students according to their instructional needs based on assessment data (P2, P3, P4, P5)

Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

- Programs will be instituted to maximize appropriate college preparation, application and acceptance (*P5, P7*)
- Intervention programs will be used District-wide to provide early and ongoing assessments to identify students who are not proficient at grade level and require targeted instruction to meet their individual needs, as aligned with the LCAP (*P2, P4*)

Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

BOARD GOAL: Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.

Strategy Two: Staff Recruitment, Retention and Professional Development (P1)

- Highly qualified staff, with respect to credentials, training and experience, will be assigned to teach all courses and programs (P1)
- The District will create and maintain a recruitment plan that seeks to hire a representation of culturally and linguistically diverse professionals, managed by the Director of Human Resources Department, to address hiring needs, as aligned with the LCAP (P1)
- The District will implement a professional development plan, managed by the Director of Curriculum, that is data-driven, that matches both the Strategic Plan and the LCAP and implemented through the Single Plan for Student Achievement at each site (P2, P4)
- ~~Teacher assignments will match appropriate teacher credentials and authorizations (P1)~~
- Staff evaluation will be aligned to the Strategic Plan, ~~and~~ LCAP and the Standards of the Teaching Profession in the areas of credentialing requirements, professional development, standards-based instruction and assessment (P1)

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Strategy Three: Maintenance of Effective Communications

- Parents and community members will be invited and recruited to participate in school site and District committees and programs, including stakeholder meetings as prescribed in the LCAP (P3, P5), so that all members have means to have their voice included in decision making.
- Translation services, at least for Spanish speaking families, will be provided at meetings and events if needed
- Ongoing communication will be facilitated ~~occur~~ between the schools sites, the District Office, the School Board and the parent community, including monthly updates to the School District Overview, as well as the weekly quarterly District newsletter, social media releases, and other communications tools. (P3)
- The District web-site, department and school web-sites, e-newsletters, School Messenger, Remind, newsletters and other media will be employed to deliver timely, relevant and accurate information to the PGUSD community. ~~The information will be updated to ensure it is accurate across all media~~ (P3, P5)
- District/site/student accomplishments and awards will be publicized community-wide (P3, P5)

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Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

- Parents and students will be informed, via electronic and print media, regarding pupil attendance, chronic absenteeism, drop-out rates, graduations rates, and other data relating to pupil engagement (P3, P5), and conferences will be conducted, as appropriate.

Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

BOARD GOAL: Credibility, Confidence, Communication Fiscal Solvency, Program, Services and Budget Alignment

Strategy Four: ~~Maintain~~ Establish a safe, clean and secure school environment (P6)

- Each campus will (P6):
 - provide a welcoming environment where students and staff may come to school each day feeling safe, respected, proud and can comfortably focus on learning
 - be free of all forms of violence
 - provide classrooms that are equipped for successful student learning
 - promote respectful conversations and encourage students to interact and mix freely
 - maintain and update a School Safety Plan and Emergency Management Plan
 - Provide services to address social-emotional and overall wellness needs
- Teacher/student interactions will reflect mutual respect and facilitate [respectful](#) dialog (P6)
- Facility operation and maintenance schedules will reflect the priorities of the District (P1)
- Surveys such as Healthy Kids Survey for Students and Parents, shall be used to measure sense of school safety and school connectedness (P3, P5, P6)

Strategy Five: The District budgetary process will reflect the Strategic Plan/LCAP goals

- Funding priorities and significant budget revisions will be connected to the Strategic Plan, Local Control Accountability Plan, Board Goals
- All program budgets will be routinely reviewed for relevance to core program and strategic plan goals
- District budget details will be made available to the public, with funding sources and their impact on the General Fund clearly identified in regular, public reports
- The budget process will allow for innovative and creative ideas/projects as aligned with the Strategic Plan and LCAP

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Pacific Grove Unified School District

2021-22 ~~2020-21~~ Strategic Plan

Definition of Terms:

Local Control Accountability Plan (LCAP) State Priorities as per Education Code 52060 & 52066 fall into three categories:

Conditions of Learning, Pupil Outcomes & Engagement.

LCAP Priorities: (P1) Basic Services, (P2) Implementation of State Standards (Academic Content/Performance standards), (P3) Parental Involvement, (P4) Student Achievement, (P5) Student Engagement, (P6) School Climate, (P7) Access to Courses, (P8) Student Outcomes.

Pacific Grove Unified School District ACTION/DISCUSSION B
2021-22 Strategic Plan

BOARD GOAL: Student Learning and Achievement - Overall Educational Program: every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community.

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 (P1, P2, P7)

- The District will focus on equity and equitable learning opportunities , *especially in light of support and intervention in transition from distance learning to in-person, by using relevant and inclusive curriculum, instruction and assessment(P1, P6, P7, P8)*
- All students will receive access to core programs in all content areas and student learning will be guided by California academic standards-based curriculum in all content areas, current California teaching standards, and local professional expertise (P2, P7)
- All students will be assessed for academic “learning gaps” due to Distance Learning gaps in the Fall 2021, if not sooner, and provided appropriate remedial learning opportunities
- Technology will be integrated in all subject areas, and distributed appropriately to all students, in order to engage students in 21st Century Learning, as detailed in the Educational Technology Plan and supported by site level support (IE: Ninjas) (P2, P4, P5)
- The Director of Curriculum will facilitate articulation across all grade levels via collaborative leadership avenues – core, arts and electives (P2, P4, P5, P8)
- Teachers will use consistent accountability measures that are aligned with the California State Standards and other California Standards of the Teaching Profession. Teachers and administrators will use the PLC process in conjunction with valid assessment data to identify students learning needs and adjust instruction accordingly. Students are also engaged in their own learning process through goal setting (P2, P4, P5)
- Teachers will utilize the core targets in the California Standards for Teaching Profession as part of regular instruction, program planning and professional development (P1, P2, P4, P5, P8)
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- Intervention programs will be used District-wide to provide early and ongoing assessments to identify students who are not proficient at grade level and require targeted instruction to meet their individual needs, as aligned with the LCAP (P2, P4)

Pacific Grove Unified School District
2021-22 Strategic Plan

ACTION/DISCUSSION B

BOARD GOAL: Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.

Strategy Two: Staff Recruitment, Retention and Professional Development (P1)

- Highly qualified staff, with respect to credentials, training and experience, will be assigned to all courses and programs (P1)
- The District will create and maintain a recruitment plan that seeks to hire a representation of culturally and linguistically diverse professionals, managed by the Director of Human Resources Department, to address hiring needs, as aligned with the LCAP (P1)
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- Parents and students will be informed, via electronic and print media, regarding pupil attendance, chronic absenteeism, drop-out rates, graduations rates, and other data relating to pupil engagement (P3, P5), and conferences will be conducted, as appropriate.

FINAL ACTION/DISCUSSION B

Pacific Grove Unified School District
2021-22 Strategic Plan

BOARD GOAL: Credibility, Confidence, Communication Fiscal Solvency, Program, Services and Budget Alignment

Strategy Four: Maintain a safe, clean and secure school environment (P6)

- Each campus will (P6):
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- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

SUBJECT: Pacific Grove Unified School District Governance Handbook

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review, revise and approve the Pacific Grove Unified School District Governance Handbook.

BACKGROUND:

The Pacific Grove Unified School District Governance Handbook was drafted at the request of the Board of Education in 2018. The Board approved this handbook in May 2020 and requested it be approved bi-annually. The Board approved this handbook in February of 2021 and directed Administration to bring back to the Board for revisions. The handbook has been updated to include the recent Board Goals updates.

INFORMATION:

This handbook's rules and protocols stem from board bylaws, embody the principles endorsed by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials.

The PGUSD Governance Handbook is reviewed and approved by the Board in the Spring annually. In 2020 the Board directed Administration to bring the item back for review and approval when changes have been made or every two years. The Board recently held a special Board meeting on Saturday, January 30, 2021 facilitated by Lozano Smith Attorney Sarah Kaatz who assisted the Board in updating Board Goals. The Board Goals have been revised in the appendix of the attached PGUSD Governance Handbook.

FISCAL IMPACT:

None.



Pacific Grove Unified School District Governance Handbook 2020-21

Board of Trustees

John Paff, President

Brian Swanson, Clerk

Cristy Dawson, Member

Carolyn Swanson, Member

Superintendent

Dr. Ralph Gomez Porras

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PREAMBLE

Representative government requires that public officeholders be competent, independent, impartial, and accountable. Therefore, the Board of Trustees of the Pacific Grove Unified School District (PGUSD) adopts this Governance Handbook, which is a companion to its policy manual, to promote and maintain best practices and the highest standards of professional conduct. Its norms and protocols flow from board bylaws, embody the principles promulgated by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials. It is the result of the collaborative effort of the Board of Trustees and the Superintendent.

OUR PUBLIC SERVICE

Responsible, Effective Governance

The Board of Trustees is a corporate body that implements state legislative policy concerning public schools in its geographical boundaries, administers California’s system of public education, and provides leadership and lay oversight of the district. The board, a legal agency of the state, derives its power from the state's constitution, laws, and judicial decisions.

The PGUSD school board is entrusted with a solemn duty to uphold the constitutions of California and the United States, protect the public interest in schools, and provide high quality education to all students. To fulfill this mandate, the board and superintendent join together to become the district’s governance team without forsaking their separate and distinct roles and responsibilities. The school board sets and monitors the direction of the school district. The superintendent plays a dual role—first, he is the chief executive officer, responsible for managing the district consistent with the board’s direction; second, he is the subject matter expert for the board which is comprised, typically, of lay people who may not have specialized knowledge of public education. For the district’s blueprint for educational excellence to succeed, members of the governance team must have a shared understanding of their purpose, be well-informed contributors to the team, and interact professionally.

OUR COMMITMENTS AND OBLIGATIONS

Unity of Purpose

Unity of purpose is a commitment to transcend individual differences to focus upon the greater good.

Our Governance Team’s Unity of Purpose

Our unity of purpose is to accomplish our mission, fulfill our goals, and realize our vision as we operate under best practices as set forth in policy and exemplified in the California School Boards Association’s *Masters in Governance* program.

Please see the appendix to review our mission, vision, goals, and professional governance standards.

Governance Role and Responsibilities

Pursuant to Board Bylaw 9000, the Board of Trustees is to ensure that the school district is responsive to the values, beliefs, and priorities of its communities by fulfilling five major responsibilities:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
2. Establishing an effective and efficient organizational structure for the district.
3. Providing support to the superintendent and staff as they carry out the board's direction.
4. Ensuring accountability to the public for the performance of the district's schools.
5. Providing community leadership and advocacy on behalf of students, the district’s educational program, and public education in order to build support within the local community and at the state and national levels.

The board carries out these responsibilities in each of the following domains:

- Student Learning and Achievement
- Finance
- Facilities
- Human Resources
- Policy
- Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

Limits of Board Member Authority

Board members are state officers who act under the auspices of state law when conducting official business. The exercise of the board's authority is predicated upon the delegation of authority from the legislature and must be justified under standards of reasonableness to avoid a judicial presumption of arbitrary or capricious action.

According to Board Bylaw 9200, the Board of Trustees has broad but clearly limited powers with respect to its operations. Please see the appendix for the full text.

- The board is the unit of authority over the district.
- The exercise of the board's authority is restricted by law and may only take place in a legally constituted meeting.
- Board members have no individual authority.
- Individually, board members may not commit the district to any policy, act, or expenditure.
- Board members hold the education of students above any partisan principle, group interest, or personal interest.
- Board members who visit schools have no more authority than any other citizen.
- Unless agreed to by the board, individual members do not exercise any administrative responsibility with respect to the schools or command the services of any school employee.
- A board member whose child is attending a district school is aware of his/her role as a board member when interacting with district employees about his/her child. Because his/her position as a board member may inhibit the performance of school personnel, the board member informs the superintendent or designee before volunteering in his/her child's classroom.
- The superintendent or designee provides a copy of the state's open meeting laws (Ralph M. Brown Act) to each board member and to anyone who is elected or appointed to the board but has not yet assumed office.
- Board members and persons elected to the board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

Being a High-Caliber Governance Team

First-rate teamwork is essential to every quality organization, but it is not guaranteed. It is not enough to have good intentions; there must be a commitment to building and maintaining a dynamic partnership that produces positive results. This is why we are obligated to adamantly guard our esprit de corps and preserve our unity of purpose. Our success as a high-caliber team will be made evident by how well we attain our vision to be the Monterey County's premier learning establishment and by how well we work together.

To uphold our unity of purpose, to be well-informed contributors to our team, and to interact professionally, we hereby establish these norms and protocols.

OUR NORMS

In the Day-to-Day

1. Accountability

- a. We take collective responsibility for the success of our governance team.

2. Competence and Judiciousness

- a. We are honest stewards of students' education and focus on what is best for them.
- b. We set clear direction for the district.
- c. We recognize each member is integral to the governance team.
- d. We operate within our respective roles and responsibilities.
- e. We collaborate constructively for the success of the team.
- f. We do not micromanage the district.
- g. We demonstrate through our conduct the differences between good intentions and good government.
- h. We do not supervise individual board members; we are publicly elected or appointed officials, not employees.
- i. We participate in professional development and commit the time and energy necessary to be informed and effective leaders.
- j. We model dignified behavior for our students, staff, and community.
- k. We maintain poise and decorum in the face of controversy, difficulty, or complexity.
- l. We are conversant in district matters and with trends in education.
- m. We live out the principles of good boardsmanship as promulgated by the California School Boards Association in its *Masters in Governance* program.
- n. We are mindful that every word spoken and every action taken contribute to the district's reputation, either for good or for bad.
- o. We devote our time and energy to important business issues, not to politics, pettiness, or ungraciousness.
- p. Board members, either individually or corporately, never suggest or recommend any employee or member of the public for a position in the district.
- q. Absent board direction, we do not observe or participate in the interviews of prospective employees.

- r. We resolve not to let differences in personality, perspective, style, and background threaten our unity of purpose.
- s. We do not withhold or obstruct the flow of important information that belongs with the governance team.
- t. We wear official badges when at the district office, when visiting schools, and when attending school or district functions.

3. Ethics and Integrity

- a. We advance the effectiveness of our governance team through the individual and collective demonstration of integrity, consistency, responsibility, accountability, fairness, and transparency.
- b. Board members do not unilaterally assign work to employees except as provided for in the executive assistant to the superintendent's job description.
- c. We do not solicit or accept offers of help from district employees, except as allowed by law, for political campaigns, personal business interests, or other personal purposes.
- d. We do not use our position on the board to further our personal business ventures, nor do we publicize them at any district or school function or on any district properties. We do not distribute non-district business cards or other promotional materials to employees, nor do we exploit interactions with the public to promote personal business interests.
- e. We do not proffer or consider information from anonymous sources.
- f. We do nothing to blindside fellow governance team members.
- g. We do not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the board has authorized its disclosure. Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963).
- h. We are willing to admit mistakes readily and do not seek to evade responsibility.
- i. We reserve judgment on every matter until all known facts are communicated to the full board.
- j. We do not participate in gossip or rumor-mongering.
- k. We do not form alliances within the team to carry out divergent goals or secret agendas.
- l. We do not speak ill of current or former governance team members.
- m. The superintendent is required to report to the board president egregious violations by board members of board bylaws, policies, or the agreements made herein. If the board president is the offending party, the superintendent is required to make his report to the board clerk. The board president or clerk, as the case may be, then reviews with the offending party the established practices to be observed and offers guidance and support.
- n. We use our titles only when conducting official district business, for informational purposes, or as an indication of background and expertise. We are careful not to exceed or appear to exceed our authority or use our position to influence others unduly.

4. Solidarity

- a. When working together, we look beyond our own individual contributions to the governance team and appreciate our collective achievements.
- b. If necessary, we discuss with an individual team member, privately and respectfully, any personal concern or issue we have with him or her for the good of the team. We do not burden the team with such matters.
- c. We are neither arbitrary nor capricious in our conduct, decision-making, or deliberations.

- d. We do not engage in or permit any ad hominem attacks against fellow board members or the superintendent.

5. How the Board Communicates

- a. We develop and maintain open, honest communication with each other.
- b. We do not criticize the reasoning, motives, or philosophies of fellow team members, whether in public or private settings.
- c. When we disagree, we do so in a reasonable and respectful manner and do not take differences of opinion personally.
- d. We speak with one voice in order to maintain the trust of our community.
- e. We make no unilateral, extemporaneous remarks regarding the job performance of the superintendent or any other employee, recognizing that employee performance reviews are conducted solely in accordance with established policy.

6. Support, Respect, and Consideration

- a. We check our egos at the proverbial door and treat fellow board members as the co-equals they are.
- b. We support each other and operate from positions of goodwill, good faith, and good motivations.
- c. We consistently treat fellow team members with respect, courtesy, and consideration.
- d. We demonstrate sensitivity and caring for fellow team members.
- e. We shield the superintendency from the politicking that sometimes beleaguers public office.
- f. We give one another the benefit of the doubt and arrive at negative conclusions only when necessary and when incontrovertible evidence supports doing so.
- g. We look to the strengths of our colleagues and do not participate in frivolous fault-finding missions.
- h. We appreciate when the superintendent does his best to treat board members equally as is expected.
- i. We do not burden the superintendent with personal complaints or disparaging remarks about fellow team members or district employees.
- j. We are considerate of one another's schedules.

During Board Meetings

- a. Board meetings are held in public to conduct the business of the district in accordance with the Ralph M. Brown Act; they are not to be regarded as town hall meetings.
- b. Board meetings are for gathering information, making decisions, and taking action.
- c. We are on time and prepared for meetings.
- d. We behave and dress in a manner worthy of a professional business meeting.
- e. We endeavor to ensure that all members of the team have the same information.
- f. We do not bring hidden agendas to board meetings.
- g. We do not use the privacy afforded in closed-session meetings as a cloak for unprofessional conduct or wrongdoing.
- h. Board members remain behind the dais or the board table, except for personal or medical necessity, and are attentive throughout board meetings in order to govern effectively and participate fully.
- i. We work cooperatively with the board chair to promote common courtesy and decorum.

- j. We observe the philosophy in *Rosenberg's Rules of Order, Revised 2011*, "Debate on policy is healthy, debate on personalities is not" and uphold the practice, "The chair has the right to cut off discussion that is too personal, is too loud, or is too crude."¹
- k. We speak only after first having been recognized by the chair and do not interrupt others.
- l. Board discussion shall be addressed to fellow board members, the superintendent, members of the executive cabinet, or scheduled speakers, and not to the audience.
- m. Board members accept the contributions and full participation of fellow board members and do not monopolize discussions.
- n. We do not use coarse or profane language.
- o. We have no side conversations.
- p. Use of the Internet—except to view the Board of Trustees' online meeting agenda and agenda presentations—, e-mail, texting, and other electronic messaging on any device or computer is prohibited by board members during board meetings. This includes reading, sending, or receiving data and messages.
- q. We do not make or answer personal telephone calls. Personal cellular telephones are to be silenced before meetings are called to order.
- r. We use wisely the time set aside in board meetings for board members' reports and announcements. We do not grandstand, evaluate employees, advocate action be taken on behalf of employees, or reargue a failed motion or position.

OUR PROTOCOLS

Gatherings and Communications

- a. We comply with the Brown Act and do not form unlawful meetings, regardless of the circumstances.
- b. A board meeting exists whenever a majority of board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the board or district (Government Code 54952.2).
- c. A majority of the board does not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the board. However, an employee or district official may engage in separate conversations with board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the board, as long as that employee or district official does not communicate the comments or position of any board members to other board members (Government Code 54952.2).
- d. Attendance by a majority of board members at events delineated below is not subject to the Brown Act provided that a majority of the board members do not discuss specific district business among themselves other than as part of the scheduled program (Government Code 54952.2).
 - 1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members

¹ Rosenberg's Rules of Order, Revised 2011, page 7, Courtesy and Decorum

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the board, provided that the board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Agenda Preparation and Distribution

- a. Agendas are to be set only with the approval of the board president, or clerk in the president's absence, and the superintendent.
- b. Agendas and all supporting materials for regular board meetings are made available online to the board, and general public, at least five days prior to the board meeting. Board members may request hard copies of the online information.
- c. Time set aside for the board president and the superintendent to plan meeting agendas is restricted to relevant matters and is not used to circumvent the normal procedure for the board to give direction to the superintendent.

Board Meeting Preparation and Attendance

- a. Consistent, punctual attendance at board meetings is expected. If a board member is unable to attend or will be late, the board president is to be notified as soon as possible.
- b. Board members limit their studies to the content of the agenda packets and/or other materials provided by the superintendent. Should board members require additional information, a request may be submitted to the superintendent, who will endeavor to provide a timely response. As appropriate, the superintendent ensures all trustees are privy to the information requested and given. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, he informs the trustee who made the request that he will confer with the board president to determine the next steps. It could be that the agenda item should be postponed to a future date in order to gather additional information for the full board.
- c. Board members direct all questions regarding agendized matters to the superintendent.
- d. Board members may improve through independent learning their knowledge about general matters related to public education.
- e. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.
- f. Staff members who receive inquiries from board members may only redirect them to the superintendent.

Planning Special Board Meetings

- a. Special meetings of the board may be called at any time by the presiding officer or by a majority of the board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.

- b. In the interest of full attendance at special board meetings, priority is given by the board president to the proposed date and time which accommodates attendance by all board members. If that is not possible within the required timeframe, then priority is given to the date and time which accommodates attendance by four board members. If only a quorum can attend in the required timeframe, then the meeting is set for the soonest date and time.

Voting and Board Actions

- a. Board members respect each other's right to vote "no" on an issue.
- b. Though not required, it is courteous for a board member to explain during deliberations the rationale for an intended "no" vote.
- c. Members of the governance team who vote in the minority on an issue do nothing to undermine the will of the board.
- d. Authority to give direction to the superintendent resides with the board in a legally constituted meeting. Direction may come from a vote on an agenda item or from a consensus of the full board in response to information presented during a board meeting.

The Role of the Board President

- a. The board president provides leadership on behalf of the Board of Trustees and the educational community it serves (Board Bylaw 9121).
- b. The board president leads the business of the board and carries out the duties prescribed in Board Bylaw 9121. Please see the appendix.
- c. The board president has added leadership and administrative responsibilities but does not have greater power than other board members.

Requests for Information

- a. Questions and requests by board members for information related to district matters or programs or to matters that may come before the board are directed to the superintendent only. Staff members who receive such inquiries from board members may only redirect them to the superintendent.
- b. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, then he informs the trustee who made the request that he will confer with the board president to determine the next steps. It may be that the matter should be placed on a future board meeting agenda.
- c. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.

New Ideas

- a. Board members are free to bring up new ideas provided they fall within the purview of the Board of Trustees.
- b. It is recommended that a board member wishing to present a new idea to the Board of Trustees first consult with the superintendent, who is the subject matter expert.
- c. In accordance with Board Bylaw 9322, should the board member decide to pursue the idea, then he or she may prepare an agenda item or request that one be prepared for placement on a future agenda.

- d. A board member may bring up a new idea during the *Board Members' Reports and Announcements* section of a board meeting. The board member uses this brief opportunity to mention the idea and state a benefit or two about it. The board member may not argue at length the merits of the idea or grandstand. No action will be taken.

Visiting Schools

- a. As a professional courtesy, board members must notify the superintendent of scheduled school visits at least one full day prior.
- b. It is preferable for board members to visit schools with the superintendent, or in the company of a site administrator.
- c. Should board members wish to visit schools, and in the interest of avoiding an imposition on busy schedules, they should contact the school principal ahead of time to arrange a workable date and time for the visit.
- d. Board members are to be careful not to encroach on the learning environment. As such, the superintendent shall instruct principals and teachers not to interrupt lessons when a board member is visiting.
- e. Board members shall not make unannounced visits to schools because this may cause significant disruption to the principal's work schedule and the priorities of the day.
- f. Board members may attend celebratory events on campuses but do not sit in on staff meetings, IEP meetings, or parent-teacher conferences, except as related to their own children, even if invited.

Handling Concerns or Complaints from the Public and Staff

- a. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our role in judicial review.
- b. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our need to protect confidentiality and due process rights of students and staff members.
- c. We respond to concerns or complaints in accordance with uniform procedures and policy to ensure not only that matters are handled expeditiously but also that everyone is treated fairly and without bias.
- d. We protect the confidentiality and due process rights of students and staff members.
- e. When listening to a concern or complaint, we are neutral in our position and fully aware that we are hearing only one side of the story.
- f. We are consistent in our responses and function within our roles, conveying that individual board members have no authority to resolve matters.
- g. We use the California School Boards Association's 6 R's to ensure we listen actively to members of the public and staff and that we abide by uniform procedures.
 1. **Receive** - listen to what the person has to say without preparing a response.
 2. **Repeat** - paraphrase or ask a question to clarify for understanding. We ask the person to identify those to whom s/he has spoken about the matter prior to contacting a board member.
 3. **Request** - ask what the person would like the board member to do with the information and/or what is seen as a solution to the problem.
 4. **Review** - go over the real options available to the person to remedy the situation.
 5. **Redirect** - put the person back into the system at the appropriate place—respecting district lines of authority and chains of command.

6. **Report** - maintain open lines of communication between the board and superintendent and notify the superintendent of the conversation as soon as possible:
 - so the superintendent can verify or clarify the situation and follow-through as necessary and/or appropriate
 - so that the superintendent knows first-hand what the board member said to the community or staff member
- h. We invite the public or staff member to follow up with us about the issue.
- i. Board members exercise the same level of care when responding to emails from staff and members of the community as is described for personal interactions.

Media Relations

- a. To maintain message consistency and discipline, board members and the superintendent are obligated to speak with a common voice about district issues to the staff and community.
- b. Some situations have legal or other considerations that may place restrictions on what may be told to the media or public.
- c. The board president and the superintendent work together as spokespersons for the district (Board Bylaw 9121).
- d. The superintendent or his designee prepares and distributes press releases.
- e. The superintendent or his designee, in collaboration with the board president, is responsible for contacting the media on behalf of the district.
- f. Media inquiries are directed to the superintendent or designee.
- g. With prior board approval, any board member may speak on behalf of the district or Board of Trustees.

Official Board Correspondence

- a. The superintendent conducts official correspondence for the board (Board Bylaw 9122).
- b. Official correspondence from the board is signed by the board president.

Vacancies on the Board of Trustees

- a. Vacancies on the Board of Trustees must be filled in accordance with state law.
- b. If a vacancy is to be filled by appointment, then barring official correspondence from the board president, all contact with prospective board members is restricted to the formal interview process in a public meeting.

Orientation for School Board Candidates

- a. The Board of Trustees desires to provide board candidates with information that will enable them to understand the responsibilities and expectations of board membership.
- b. Anyone whose name has been published on the Monterey County Registrar of Voters' official website as a qualified candidate may request to attend the candidate orientation meeting with the superintendent to receive general information about school programs, district operations, and board responsibilities. The superintendent or designee must provide the same information to all candidates who make the request (Board Bylaw 9230).
- c. Before Election Day, the superintendent is to advertise the date and time of the candidate orientation meeting on the PGUSD website with at least two weeks advance notice.

Welcoming New Members to the Board

- a. The board convenes an orientation meeting to provide information to incoming board members to assist them in understanding the board's functions, policies, procedures, protocols, and agreed-upon standards of conduct.
- b. Incoming board members receive the district's policy manual, governance handbook, and other materials related to the district and board member responsibilities.
- c. Upon their election, incoming board members are provided with a copy of the Brown Act and are informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.
- d. The superintendent provides incoming board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.
- e. Incoming members are encouraged to attend board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the board, attend workshops and conferences relevant to their individual needs or to the needs of the board as a whole or the district.
- f. Each new board member receives a new board member orientation packet that includes informational handouts about the district and governance team operations. Please see the appendix.

Avoiding Improprieties and Appearances Thereof

- a. Board members do not accept invitations from the superintendent, attorneys, or staff members to any non-district event unless all other members of the governance team are invited.
- b. Board members do not invite the superintendent, attorneys, or administrative staff members to any non-district event unless all other members of the governance team are invited.
- c. Board members do not sit in on collective bargaining meetings, even if invited.

OUR COMPACT

We have perused this Governance Handbook and approve it as an equally binding companion to the Pacific Grove Unified School District's Policy Manual. We agree to abide by the principles, norms, and protocols described herein to further responsible, effective governance and to promote a positive working relationship with staff, students, and the community. We shall review the Governance Handbook, revise it as necessary, and renew this agreement during the 2018 annual organizational meeting of the Board of Trustees and thereafter every two years at the annual organizational meeting. If needed, the title and signature pages shall be updated annually to reflect changes to the makeup of the Board of Trustees.

Affirmed on this _____ day of _____, 2021

John Paff, Board President

Brian Swanson, Board Clerk

Cristy Dawson, Board Member

Carolyn Swanson, Board Member

Dr. Ralph Porras, Superintendent

APPENDIX

I. Mission

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

II. Vision

Our vision is to be the Monterey County's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

III. Goals

A. PGUSD District Goals

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

B. Goals Defined

1. **Improve and Enhance Student Learning and Achievement**

- Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community
- Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
- Monitor and utilize multiple measures of assessment and metrics to monitor academic progress
- Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
- Maintain annual LCAP updates and perform regular surveys of service needs, including the social/emotional needs of students and families
- Assess programs and strategies to challenge students performing above grade level

2. **Health and Safety of Students and Schools**

- Provide safe and well-maintained facilities for students and staff
- Address student and staff health, wellness and social-emotional needs
- Support programs that enhance community, staff and student engagement and connectedness

3. **Maintain Credibility Through Effective and Transparent Communication with All Stakeholders**

- Determine strategies to inform the public on a timely basis on District plans and actions

- Board members will report on their community activities and actions impacting the District
 - Acknowledge and celebrate stakeholder support in all programs
- 4. Fiscal Solvency, Accountability and Integrity**
- Maintain fiduciary responsibilities
 - Align budget with LCAP and strategic plan
 - Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
 - Maintain a current budget handbook available to the public

IV. Professional Governance Standards for the Board and Superintendent

A. Board Bylaw 9005 Governance Standards [for the Board of Trustees]

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the District. The Board also has major commitments to parents/ guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the District. To maximize Board effectiveness and public confidence in District governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the District focused on learning and achievement for all students
2. Communicate a common vision

3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE:

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54962 The Ralph M. Brown Act

87300-87313 Conflict of interest code

CSBA PUBLICATIONS

CSBA Professional Governance Standards .2000

Maximizing School Board Leadership: Boardsmanship, 1996

B. Superintendent Goals and Standards

The Board of Trustees recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community and ensures that the diverse range of views inform Board decisions

4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

V. The Role of the Board and Limits of Board Member Authority

A. Board Bylaw 9000 Role of the Board

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective

spokespersons

4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process

5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Vision

The Board shall set the direction for the district by adopting a vision statement which defines the district's goals and priorities. The Board shall carry out its vision setting role by identifying the strengths and needs of the district, developing and adopting a process for framing the vision, soliciting staff and community input as appropriate, ensuring that the adopted vision statement is implemented, and conducting a periodic review of the vision.

Superintendent Employment and Evaluation

The Board shall be solely responsible for employing the Superintendent and ensuring that he/she is the best match for the district based on needed abilities, traits and level of knowledge. When selecting a new superintendent, the Board shall ensure a smooth transition period; evaluate the district's current and long-term needs; plan and conduct a process for recruitment, screening and selection; and approve the Superintendent's employment contract. The Board shall regularly evaluate the Superintendent based on an evaluation system and performance objectives established by the Board and Superintendent.

General Hiring and Personnel Accountability

The Board shall adopt wage and salary schedules, and elect or reject employees at the recommendation of the Superintendent or designee. In order to have the best qualified people working at their maximum effectiveness, the Board shall hold the Superintendent responsible for overseeing the district's personnel system, developing effective hiring practices, creating a climate supportive of personnel and providing an effective framework for staff accountability.

Policy Adoption and Monitoring

The Board shall govern the schools by adopting policies that reflect the district's vision and the mandates of law. The Board shall establish a clear policy development process through which it may deliberate on issues, identify priorities, assign responsibilities, identify goals and courses of action, and review policy decisions.

The Board shall also adopt bylaws that promote cooperation, trust and teamwork among its members, give parameters to the Board's operation as a governing body, and ensure that its meetings proceed efficiently and in compliance with law.

Curriculum Adoption and Program Accountability

While the design and implementation of curriculum is primarily a staff responsibility, the Board's role is to adopt overall educational goals and standards, define the curriculum development process, specify graduation requirements, adopt the developed curriculum and ensure compliance with state and federal laws.

To ensure accountability to the community, the Board shall establish measurable benchmarks to assess the effectiveness of the district's educational programs in producing desired student achievement results. Based on these assessments, the Board shall direct the Superintendent or designee to take corrective actions as needed.

Budget, Facilities and Fiscal Accountability

The Board shall adopt a sound, responsible budget that supports district goals and priorities. To guide the Superintendent or designee in development of the budget, the Board shall establish a budget calendar, budget process and spending priorities.

Recognizing that school facilities are a long-term obligation that impacts district budgets, the Board shall also ensure that a plan is in place to address the district's facility needs, including the funding, construction and maintenance of school facilities. The Board shall approve facility sites, funding sources and architectural and construction contracts.

The Board recognizes that it is accountable to the community for its budget and facilities decisions and for the district's fiscal integrity. The Board shall use accountability systems and processes in order to monitor the district's fiscal health.

Collective Bargaining

The Board is the legal representative of the district in negotiations with employee representatives. In carrying out the collective bargaining process, the Board shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications throughout the process and approve the negotiated contract.

Judicial and Appeals Body

In addition to establishing complaint procedures that ensure due process and facilitate the satisfactory resolution of issues, the Board may convene to serve as a judicial and appeals body in accordance with law, Board policies and negotiated agreements. The Board may delegate fact-finding or hearing responsibilities in appropriate cases but remains the final decision-maker in these proceedings.

Community Leadership

The Board shall build and maintain community awareness and support by actively involving parents/guardians, business and other community members in the schools and informing them about district programs, policies and issues.

Recognizing that the level of local, state and national support for education impacts the Board's ability to fulfill its responsibilities, the Board shall engage in advocacy on behalf of district schools. The Board shall ensure that the district has the capability to respond to emerging issues and a proactive communications plan for issues that are district priorities.

Legal Reference:

EDUCATION CODE

5304 Duties of governing board (re school district elections)
 12400-12405 Authority to participate in federal programs
 17565-17592 Board duties re property maintenance and control
 33319.5 Implementation of authority of local agencies
 35000 District name
 35010 Control of district; prescription and enforcement of rules
 35020-35046 Officers and agents
 35100-35351 Governing boards, especially:
 35160-35185 Powers and duties
 35291 Rules

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance
 Professional Governance Standards, November 2000
 School Board Leadership: The Role and Function of California's School Boards, 1996
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
 The Key Work of School Boards, 2000

WEB SITES

CSBA: <http://www.csba.org>
 CSBA Governance Institute: <http://www.csba.org/gi>
 National School Boards Association: <http://www.nsba.org>

B. Board Bylaw 9200 Limits of Board Member Authority Limits of Board Members Authority

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest. The Board member cannot do

business with the District served, nor should the Board member have an interest in any contract with the school District.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Obligations of Board Members

Board members shall hold the education of all children and youth above any partisan principle, group interest, or personal interest.

Board members shall understand their role and the programs offered by the District. They shall study all agenda materials before the meeting, participate in the discussion of items that come before the Board, vote on motions and resolutions, and abstain only for compelling reasons.

Board members shall refer Board-related correspondence to the Superintendent or designee for forwarding to the Board or for placement on the Board's agenda.

Board members and persons elected to the Board are responsible for complying with the requirements of the state's open meeting laws. (GC 54952.1)

A Board member shall not use his/her position on the Board to influence school district personnel in matters concerning their child/ren.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency
 54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

VI. The Role of the Board President

A. Board Bylaw 9121 President

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The Board President shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure, referring questions of procedure to the designated parliamentarian
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

The Board President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The President shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board

2. Consult with the Superintendent (or designee) and the Vice-President/Clerk on the preparation of the Board's agendas
3. Work with the Superintendent to ensure that Board members have necessary materials and information
4. Appoint and disband all Board committees, subject to Board approval
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings
7. Share informational mail with other Board members
8. Establish a seating assignment of trustees and staff for regular trustee meetings
9. Assign trustees to graduation ceremonies with consideration given to individual trustee requests, and when relatives or close family friends are graduating
10. Act as a spokesperson for trustees at special ceremonies (such as students, employee resolutions, school dedications, etc.) and clarification of trustee direction
11. Represent the district as governance spokesperson, in conjunction with the Superintendent
12. Assign trustees to special visitations to other Districts as deemed appropriate by the trustees
13. Be an ex-officio member of all committees
14. Appoint Parliamentarian

If the Board President resigns, the Vice-President/Clerk shall perform the President's duties until a new president is elected at the first regular or special meeting following the vacancy. If the Board President is absent or disabled, the Vice-President/Clerk shall perform the President's duties. When both the President and Vice-President/Clerk are absent or disabled, the Secretary shall convene the meeting and ask the Board to select a President-Pro Tem to perform the President's duties.

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000
 Maximizing School Board Leadership: Boardsmanship, 1996

VII. New Board Member Orientation Packet

A. About the District²

1. District office address and phone number
2. Names and contact information for the superintendent, his assistant, and district office departments
3. Names and contact information for board members
4. The communities the district serves
5. School site names, addresses, contact information and other general information that includes grade levels and student enrollment figures
6. Student demographics, e.g., ethnic groups by percentages, English Language Learners, percentage of special education students, primary languages spoken other than English, percentage of students on free and reduced lunch
7. Number of square miles the district covers
8. Information about school transportation
9. District documents: Current budget, collective bargaining agreements, facilities plan, organizational chart, superintendent's contract, superintendent's most recent evaluation (marked as confidential)
10. Status of current district issues
11. A list of the commonly used acronyms and abbreviations used in education with their meaning

B. About Governance Team Operations³

1. Board meeting dates and times
2. Board officers' names and roles
3. A sample of a board meeting agenda
4. Purpose of the Public Comment Period
5. Purpose of the Governing Board Members' Reports and Announcements section of the agenda
6. When and how the superintendent is evaluated
7. When and how the board conducts a self-evaluation
8. Governance documents: board bylaws, the Brown Act, governance handbook, *Rosenberg's Rules of Order, Revised 2011*, annual governance calendar
9. Information about board member budgets, stipends, and health benefits
10. Process for attending conferences and workshops
11. Policy on travel expenses and other reimbursements

² Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

³ Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

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

SUBJECT: Approval of Actuarial Study of Retiree Health Liabilities Under GASB 74/75

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends that the Board approve the actuarial study of retiree health liabilities under GASB 74/75.

BACKGROUND:

Prior to 2017-18, as required by GASB 43 and 45, every two years, school districts are required to perform an evaluation of its other post-employment benefits (OPEB), excluding pensions, for active and retired employees.

Beginning in fiscal year 2017-18, GASB 43 and 45 were superseded by GASB 74 and 75, and the latter became effective. These new standards affect all school districts with OPEB and not just those that are funding OPEB. The triennial valuations of prior GASB 43/45 are no longer allowed and all school districts must obtain an annual valuation; roll-forward valuation can be done every other fiscal year if there are no significant changes to planned or covered groups. The measurement date (actuarial valuation date) must be June 30 of each fiscal year.

The total OPEB liability will be reported in Form Debt and the government-wide statement of Net Position similar to the CalSTRS and CalPERS unfunded pension liability. This liability will likely cause the already negative net position to increase to an even greater negative amount. Additionally, this will have note disclosures in the District's audit report and Required Supplemental Information (RSI) schedule.

Impact and purpose of GASB 74/75:

- The result of GASB 74 and 75 does not affect the District's current operating budget or the Unaudited Actuals
- It helps the District assess and manage the costs and liabilities associated with retiree health benefits
- It provides information to enable the District to communicate the financial implications of retiree health benefits to internal financial staff, employee groups, the Board and the community

INFORMATION:

The Pacific Grove Unified School District currently applies a "pay as you go" method to address its post-employment liabilities. The estimate for 2020-21 by Total Compensation Systems, Inc. (TCS) is \$347,991

incorporating factors as required by Governmental Accounting Standards Board (GASB) in the actuarial calculation.

On page 11, based on this actuarial study, the projected annual retiree benefits would more than double from \$361,392 in 2019 to \$739,900 in year beginning 2028.

For a number of years, the District has engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities and perform actuarial study associated with its current retiree health program. The report submitted to the Board as received from TCS reflects valuation as of June 30, 2020.

FISCAL IMPACT:

None, this item is for review and approval only.

The fee to Total Compensation Systems to perform this actuarial study is \$2,971, after a 10% discount, which was approved by the Board on January 7, 2021.

**Pacific Grove Unified School District
Actuarial Study of
Retiree Health Liabilities Under GASB 74/75
Roll-forward Valuation
Valuation Date: June 30, 2019
Measurement Date: June 30, 2020
For Fiscal Year-End: June 30, 2021**

*Prepared by:
Total Compensation Systems, Inc.*

Date: April 2, 2021

DRAFT

Total Compensation Systems, Inc.**Table of Contents**

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Total Compensation Systems, Inc.

Pacific Grove Unified School District Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

This report was produced by Total Compensation Systems, Inc. for Pacific Grove Unified School District to determine the liabilities associated with its current retiree health program as of a June 30, 2020 measurement date and to provide the necessary information to determine accounting entries for the fiscal year ending June 30, 2021. This report may not be suitable for other purposes such as determining employer contributions or assessing the potential impact of changes in plan design.

Different users of this report will likely be interested in different sections of information contained within. We anticipate that the following portions may be of most interest depending on the reader:

- A high level comparison of key results from the current year to the prior year is shown on this page.
- The values we anticipate will be disclosed in the June 30, 2021 year-end financials are shown on pages 2 and 3.
- Additional accounting information is shown on page 12 and Appendices C and D.
- Description and details of measured valuation liabilities can be found beginning on page 10.
- Guidance regarding the next actuarial valuation for the June 30, 2021 measurement date is provided on page 13.

B. Key Results

Pacific Grove USD uses an Actuarial Measurement Date that is 12 months prior to its Fiscal Year-End. This means that these actuarial results measured as of June 30, 2020 will be used on a look back basis for the June 30, 2021 Fiscal Year-End.

Key Results	Current Year	Prior Year
	<i>June 30, 2020 Measurement Date for June 30, 2021 Fiscal Year-End</i>	<i>June 30, 2019 Measurement Date for June 30, 2020 Fiscal Year-End</i>
Total OPEB Liability (TOL)	\$9,298,705	\$7,613,885
Fiduciary Net Position (FNP)	\$0	\$0
Net OPEB Liability (NOL)	\$9,298,705	\$7,613,885
Service Cost (<i>for year following</i>)	\$832,192	\$654,488
Estimated Pay-as-you-go Cost (<i>for year following</i>)	\$347,991	\$361,392
GASB 75 OPEB Expense (<i>for year ending</i>)	\$635,486	\$710,708

Refer to results section beginning on page 10 or the glossary on page 27 for descriptions of the above items.

Key Assumptions	Current Year	Prior Year
	<i>June 30, 2020 Measurement Date for June 30, 2021 Fiscal Year-End</i>	<i>June 30, 2019 Measurement Date for June 30, 2020 Fiscal Year-End</i>
Valuation Interest Rate	2.20%	3.50%
Expected Rate of Return on Assets	N/A	N/A
Long-Term Medical Trend Rate	4.00%	4.00%
Projected Payroll Growth	2.75%	2.75%

Total Compensation Systems, Inc.

C. Summary of GASB 75 Accounting Results

1. Changes in Net OPEB Liability

The following table shows the reconciliation of the June 30, 2019 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2020 NOL. A more detailed version of this table can be found on page 12.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2019 Measurement Date	\$7,613,885	\$0	\$7,613,885
Service Cost	\$654,488	\$0	\$654,488
Interest on TOL / Return on FNP	\$271,615	\$0	\$271,615
Employer Contributions*	\$0	\$282,253	(\$282,253)
Benefit Payments*	(\$282,253)	(\$282,253)	\$0
Administrative Expenses	\$0	\$0	\$0
Experience (Gains)/Losses	(\$79,139)	\$0	(\$79,139)
Changes in Assumptions	\$1,120,109	\$0	\$1,120,109
Other	\$0	\$0	\$0
Net Change	\$1,684,820	\$0	\$1,684,820
Actual Balance at June 30, 2020 Measurement Date	\$9,298,705	\$0	\$9,298,705

* Includes \$51,259 due to implied rate subsidy.

2. Deferred Inflows and Outflows

Changes in the NOL arising from certain sources are recognized on a deferred basis. The following tables show the balance of each deferral item as of the measurement date and the scheduled future recognition. A reconciliation of these balances can be found on page 12 while the complete deferral history is shown beginning on page 24.

Balances at June 30, 2021 Fiscal Year-End	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
Differences between expected and actual experience	\$0	(\$2,712,521)
Changes in assumptions	\$1,142,385	(\$165,167)
Differences between projected and actual return on assets	\$0	\$0
Total	\$1,142,385	(\$2,877,688)

To be recognized fiscal year ending June 30:	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
2022	\$151,291	(\$441,908)
2023	\$151,291	(\$441,908)
2024	\$151,291	(\$441,908)
2025	\$151,291	(\$441,908)
2026	\$151,291	(\$415,020)
Thereafter	\$385,930	(\$695,036)
Total	\$1,142,385	(\$2,877,688)

Total Compensation Systems, Inc.

3. OPEB Expense

Under GASB 74 and 75, OPEB expense includes service cost, interest cost, administrative expenses, and change in TOL due to plan changes, adjusted for deferred inflows and outflows. OPEB expense can also be derived as change in net position, adjusted for employer contributions, which can be found on page 12.

To be recognized fiscal year ending June 30, 2021	<i>Expense Component</i>
Service Cost	\$654,488
Interest Cost	\$271,615
Expected Return on Assets	\$0
Administrative Expenses	\$0
Recognition of Experience (Gain)/Loss Deferrals	(\$403,497)
Recognition of Assumption Change Deferrals	\$112,880
Recognition of Investment (Gain)/Loss Deferrals	\$0
Employee Contributions	\$0
Changes in Benefit Terms	\$0
Net OPEB Expense for fiscal year ending June 30, 2021	\$635,486

* May include a slight rounding error.

4. Adjustments

The above OPEB expense includes all deferred inflows and outflows except any contributions after the measurement date. Contributions from July 1, 2020 to June 30, 2021 minus prior contributions after the measurement date of \$230,994 should also be reflected in OPEB expense. June 30, 2021 deferred outflows should include contributions from July 1, 2020 to June 30, 2021.

5. Trend and Interest Rate Sensitivities

The following presents what the Net OPEB Liability would be if it were calculated using a discount rate assumption or a healthcare trend rate assumption one percent higher or lower than the current assumption.

Net OPEB Liability at June 30, 2020 Measurement Date	<i>Discount Rate</i>	<i>Healthcare Trend Rate</i>
1% Decrease in Assumption	\$10,194,695	\$8,813,517
Current Assumption	\$9,298,705	\$9,298,705
1% Increase in Assumption	\$8,400,574	\$9,942,828

Total Compensation Systems, Inc.

D. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

	<u>Certificated</u>	<u>Classified</u>	<u>Management</u>	<u>Confidential</u>
Benefit types provided	Medical, dental and vision	Medical only	Medical, dental and vision	Medical only
Duration of Benefits	To age 85	To age 85	To age 65	To age 85
Required Service	10 years	10 years	10 years	10 years
Minimum Age	55	55	55	55
Dependent Coverage	No	No	No	No
District Contribution %	100%	100%	100%	100%
District Cap	Pre-65: \$ Active Cap* Post-65: \$152/month for Medicare Supp	Pre-65: Active Cap Post-65: \$50/month for Medicare Supp	Pre-65: Active Cap	Pre-65: Active Cap Post-65: \$150/month for Medicare Supp

*Reduced if the retiree worked at least 40% but less than 80% full time

E. Summary of Valuation Data

Because this is a roll-forward valuation, this report is based on census data previously provided to us as of December, 2019 for the June 30, 2019 full valuation. Distributions of participants by age and service can be found on page 18. The active count below excludes employees for whom it was not possible to receive retiree benefits (e.g. employees who were already older than the maximum age to which benefits are payable or who will not accrue the required service prior to reaching the maximum age).

	Valuation Year
	<i>June 30, 2019 Valuation Date</i>
	<i>June 30, 2020 Measurement Date</i>
Active Employees eligible for future benefits	
Count	295
Average Age	47.8
Average Years of Service	9.8
Retirees currently receiving benefits	
Count	129
Average Age	72.0

We were not provided with information about any terminated, vested employees.

Total Compensation Systems, Inc.

F. Certification

The actuarial information in this report is intended solely to assist Pacific Grove USD in complying with Governmental Accounting Standards Board Accounting Statement 74 and 75 and, unless otherwise stated, fully and fairly discloses actuarial information required for compliance. Nothing in this report should be construed as an accounting opinion, accounting advice or legal advice. TCS recommends that third parties retain their own actuary or other qualified professionals when reviewing this report. TCS's work is prepared solely for the use and benefit of Pacific Grove USD. Release of this report may be subject to provisions of the Agreement between Pacific Grove USD and TCS. No third party recipient of this report product should rely on the report for any purpose other than accounting compliance. Any other use of this report is unauthorized without first consulting with TCS.

This report is for fiscal year July 1, 2020 to June 30, 2021, using a measurement date of June 30, 2020. The calculations in this report have been made based on our understanding of plan provisions and actual practice at the time we were provided the required information. We relied on information provided by Pacific Grove USD. Much or all of this information was unaudited at the time of our evaluation. We reviewed the information provided for reasonableness, but this review should not be viewed as fulfilling any audit requirements. We relied on the following materials to complete this study:

- We used paper reports and digital files containing participant demographic data from the District personnel records.
- We used relevant sections of collective bargaining agreements provided by the District.

All costs, liabilities, and other estimates are based on actuarial assumptions and methods that comply with all applicable Actuarial Standards of Practice (ASOPs). Each assumption is deemed to be reasonable by itself, taking into account plan experience and reasonable future expectations and in combination represent our estimate of anticipated experience of the Plan.

This report contains estimates of the Plan's financial condition and future results only as of a single date. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. This valuation cannot predict the Plan's future condition nor guarantee its future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. Determining results using alternative assumptions (except for the alternate discount and trend rates shown in this report) is outside the scope of our engagement.

Future actuarial measurements may differ significantly from those presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the measurement methodology (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. We were not asked to perform analyses to estimate the potential range of such future measurements.

The signing actuary is independent of Pacific Grove USD and any plan sponsor. TCS does not intend to benefit from and assumes no duty or liability to other parties who receive this report. TCS is not aware of any relationship that would impair the objectivity of the opinion.

On the basis of the foregoing, I hereby certify that, to the best of my knowledge and belief, this report is complete and has been prepared in accordance with generally accepted actuarial principles and practices and all applicable Actuarial Standards of Practice. My experience and continuing education are consistent with the

Total Compensation Systems, Inc.

requirements described for actuaries under the Qualification Standards of the American Academy of Actuaries.

Respectfully submitted,

Geoffrey L. Kischuk
Actuary
Total Compensation Systems, Inc.
(805) 496-1700

Total Compensation Systems, Inc.

PART II: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

We calculated the actuarial present value of projected benefit payments (APVPBP) separately for each participant. We determined eligibility for retiree benefits based on information supplied by Pacific Grove USD. We then selected assumptions that, based on plan provisions and our training and experience, represent our best prediction of future plan experience. For each participant, we applied the appropriate assumption factors based on the participant's age, sex, length of service, and employee classification.

The actuarial assumptions used for this study are summarized beginning on page 14.

B. Liability for Retiree Benefits.

For each participant, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Pacific Grove USD uses contribution caps, the influence of the trend factor is further reduced. We multiplied each year's benefit payments by the probability that benefits will be paid; i.e. based on the probability that the participant is living, has not terminated employment, has retired and remains eligible. The probability that benefit will be paid is zero if the participant is not eligible. The participant is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's benefit payments and the probability the benefit will be paid equals the expected cost for that year. We multiplied the above expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan. Finally, we discounted the expected cost for each year to the measurement date June 30, 2020 at 2.20% interest.

For any *current retirees*, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 100%).

The value generated from the process described above is called the actuarial present value of projected benefit payments (APVPBP). We added APVPBP for each participant to get the total APVPBP for all participants which is the estimated present value of all future retiree health benefits for all **current** participants. The APVPBP is the amount on June 30, 2020 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last participant dies or reaches the maximum eligibility age. However, for most actuarial and accounting purposes, the APVPBP is not used directly but is instead apportioned over the lifetime of each participant as described in the following sections.

Total Compensation Systems, Inc.

C. Actuarial Accrual

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an “implicit rate subsidy”).

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method” and uses the APVPBP to develop expense and liability figures. Furthermore, the APVPBP should be accrued over the working lifetime of employees.

In order to accrue the APVPBP over the working lifetime of employees, actuarial cost methods apportion the APVPBP into two parts: the portions attributable to service rendered prior to the measurement date (the past service liability or Total OPEB Liability (TOL) under GASB 74 and 75) and to service after the measurement date but prior to retirement (the future service liability or present value of future service costs). Of the future service liability, the portion attributable to the single year immediately following the measurement date is known as the normal cost or Service Cost under GASB 74 and 75.

The service cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. The actuarial cost method mandated by GASB 75 is the “entry age actuarial cost method”. Under the entry age actuarial cost method, the actuary determines the service cost as the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. Under GASB 75, the service cost is calculated to be a level percentage of each employee’s projected pay.

D. Actuarial Assumptions

The APVPBP and service cost are determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the service cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the service cost. A “cap” on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing service costs.
- *Mortality rates* varying by age and sex (and sometimes retirement or disability status). If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce service costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits. While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

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- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase service costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets for funded plans. The rate used for a funded plan is the **real** rate of return expected for plan assets plus the long term inflation assumption. For an unfunded plan, the discount rate is based on an index of 20 year General Obligation municipal bonds rated AA or higher. For partially funded plans, the discount rate is a blend of the funded and unfunded rates.

E. Total OPEB Liability

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. If all actuarial assumptions are exactly met and an employer expensed the service cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the Total OPEB Liability (TOL). The excess of TOL over the value of plan assets is called the Net OPEB Liability (NOL). Under GASB 74 and 75, in order for assets to count toward offsetting the TOL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

Changes in the TOL can arise in several ways - e.g., as a result of plan changes or changes in actuarial assumptions. Change in the TOL can also arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience. GASB 75 allows certain changes in the TOL to be deferred (i.e. deferred inflows and outflows of resources).

Under GASB 74 and 75, a portion of actuarial gains and losses can be deferred as follows:

- Investment gains and losses are deferred five years.
- Experience gains and losses are deferred over the Expected Average Remaining Service Lives (EARSL) of plan participants. In calculating the EARSL, terminated employees (primarily retirees) are considered to have a working lifetime of zero. This often makes the EARSL quite short.
- Liability changes resulting from changes in economic and demographic assumptions are also deferred based on the EARSL.
- Liability changes resulting from plan changes, for example, cannot be deferred.

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F. Valuation Results

This section details the measured values of the concepts described on the previous pages. Because this is a roll-forward valuation, the results shown in this section do not match the overall results as of the measurement date.

1. Actuarial Present Value of Projected Benefit Payments (APVPBP)

Actuarial Present Value of Projected Benefit Payments as of June 30, 2019 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Active: Pre-65 Benefit	\$9,178,066	\$5,003,475	\$3,098,927	\$85,137	\$990,527
Post-65 Benefit	\$4,878,567	\$4,299,786	\$480,740	\$98,041	\$0
Subtotal	\$14,056,633	\$9,303,261	\$3,579,667	\$183,178	\$990,527
Retiree: Pre-65 Benefit	\$236,459	\$200,025	\$21,617	\$1,715	\$13,102
Post-65 Benefit	\$2,416,971	\$2,150,478	\$179,346	\$81,204	\$5,943
Subtotal	\$2,653,430	\$2,350,503	\$200,963	\$82,919	\$19,045
Grand Total	\$16,710,063	\$11,653,764	\$3,780,630	\$266,097	\$1,009,572
Subtotal Pre-65 Benefit	\$9,414,525	\$5,203,500	\$3,120,544	\$86,852	\$1,003,629
Subtotal Post-65 Benefit	\$7,295,538	\$6,450,264	\$660,086	\$179,245	\$5,943

2. Service Cost

The service cost represents the value of the benefit earned during a single year of employment. It is the APVPBP spread over the expected working lifetime of the employee and divided into annual segments. We applied an "entry age" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated service cost.

Service Cost Valuation Year Beginning July 1, 2019

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
# of Eligible Employees	295	145	129	4	17
First Year Service Cost					
Pre-65 Benefit	\$594,180	\$279,705	\$246,648	\$8,276	\$59,551
Post-65 Benefit	\$215,739	\$190,820	\$18,963	\$5,956	\$0
Total	\$809,919	\$470,525	\$265,611	\$14,232	\$59,551

Accruing retiree health benefit costs using service costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. While the service cost for each employee is targeted to remain level as a percentage of covered payroll, the service cost as a dollar amount would increase each year based on covered payroll. Additionally, the overall service cost may grow or shrink based on changes in the demographic makeup of the employees from year to year.

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3. Total OPEB Liability and Net OPEB Liability

If actuarial assumptions are borne out by experience, the District will fully accrue retiree benefits by expensing an amount each year that equals the service cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the Total OPEB Liability. We calculated the Total OPEB Liability (TOL) as the APVPBP minus the present value of future service costs. To the extent that benefits are funded through a GASB 74 qualifying trust, the trust's Fiduciary Net Position (FNP) is subtracted to get the NOL. The FNP is the value of assets adjusted for any applicable payables and receivables as shown in the table on page 15.

Total OPEB Liability and Net OPEB Liability as of June 30, 2019 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Active: Pre-65 Benefit	3,349,542	\$1,949,665	\$919,395	\$12,826	\$467,656
Active: Post-65 Benefit	\$2,575,591	\$2,216,419	\$313,171	\$46,001	\$0
Subtotal	\$5,925,133	\$4,166,084	\$1,232,566	\$58,827	\$467,656
Retiree: Pre-65 Benefit	\$236,459	\$200,025	\$21,617	\$1,715	\$13,102
Retiree: Post-65 Benefit	\$2,416,971	\$2,150,478	\$179,346	\$81,204	\$5,943
Subtotal	\$2,653,430	\$2,350,503	\$200,963	\$82,919	\$19,045
Subtotal: Pre-65 Benefit	\$3,586,001	\$2,149,690	\$941,012	\$14,541	\$480,758
Subtotal: Post-65 Benefit	\$4,992,562	\$4,366,897	\$492,517	\$127,205	\$5,943
Total OPEB Liability (TOL)	\$8,578,563	\$6,516,587	\$1,433,529	\$141,746	\$486,701
Fiduciary Net Position as of June 30, 2019	\$0				
Net OPEB Liability (NOL)	\$8,578,563				

4. "Pay As You Go" Projection of Retiree Benefit Payments

We used the actuarial assumptions shown in Appendix C to project the District's ten year retiree benefit outlay, including any implicit rate subsidy. Because these cost estimates reflect average assumptions applied to a relatively small number of participants, estimates for individual years are **certain** to be *inaccurate*. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District's share of retiree health costs, including any implicit rate subsidy.

<i>Year Beginning July 1</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
2019	\$361,392	\$289,703	\$44,344	\$8,988	\$18,357
2020	\$347,991	\$286,221	\$42,842	\$10,493	\$8,435
2021	\$410,846	\$321,638	\$59,630	\$11,783	\$17,795
2022	\$447,855	\$323,599	\$82,002	\$13,610	\$28,644
2023	\$500,309	\$346,707	\$104,413	\$9,396	\$39,793
2024	\$585,496	\$388,242	\$126,956	\$9,697	\$60,601
2025	\$609,260	\$413,626	\$127,816	\$9,892	\$57,926
2026	\$645,311	\$411,957	\$151,367	\$10,030	\$71,957
2027	\$676,877	\$428,277	\$164,802	\$10,106	\$73,692
2028	\$739,900	\$437,486	\$209,701	\$10,136	\$82,577

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G. Additional Reconciliation of GASB 75 Results

The following table shows the reconciliation of the June 30, 2019 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2020 NOL. For some plans, it will provide additional detail and transparency beyond that shown in the table on Page 2.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2019	\$7,613,885	\$0	\$7,613,885
Service Cost	\$654,488	\$0	\$654,488
Interest on Total OPEB Liability	\$271,615	\$0	\$271,615
Expected Investment Income	\$0	\$0	\$0
Administrative Expenses	\$0	\$0	\$0
Employee Contributions	\$0	\$0	\$0
Employer Contributions to Trust	\$0	\$0	\$0
Employer Contributions as Benefit Payments***	\$0	\$282,253	(\$282,253)
Actual Benefit Payments from Trust	\$0	\$0	\$0
Actual Benefit Payments from Employer***	(\$282,253)	(\$282,253)	\$0
Expected Minus Actual Benefit Payments**	(\$79,139)	\$0	(\$79,139)
Expected Balance at June 30, 2020	\$8,178,596	\$0	\$8,178,596
Experience (Gains)/Losses	\$0	\$0	\$0
Changes in Assumptions	\$1,120,109	\$0	\$1,120,109
Changes in Benefit Terms	\$0	\$0	\$0
Investment Gains/(Losses)	\$0	\$0	\$0
Other	\$0	\$0	\$0
Net Change during 2020	\$1,684,820	\$0	\$1,684,820
Actual Balance at June 30, 2020*	\$9,298,705	\$0	\$9,298,705

* May include a slight rounding error.

** Deferrable as an Experience Gain or Loss.

*** Includes \$51,259 due to implied rate subsidy.

Changes in the NOL arising from certain sources are recognized on a deferred basis. The deferral history for Pacific Grove USD is shown beginning on page 24. The following table summarizes the beginning and ending balances for each deferral item. The current year expense reflects the change in deferral balances for the measurement year.

Deferred Inflow/Outflow Balances Fiscal Year Ending June 30, 2021

	<i>Beginning Balance</i>	<i>Change Due to New Deferrals</i>	<i>Change Due to Recognition</i>	<i>Ending Balance</i>
Experience (Gains)/Losses	(\$3,036,879)	(\$79,139)	\$403,497	(\$2,712,521)
Assumption Changes	(\$30,011)	\$1,120,109	(\$112,880)	\$977,218
Investment (Gains)/Losses	\$0	\$0	\$0	\$0
Deferred Balances	(\$3,066,890)	\$1,040,970	\$290,617	(\$1,735,303)

The following table shows the reconciliation of Net Position (NOL less the balance of any deferred inflows or outflows). When adjusted for contributions, the change in Net Position is equal to the OPEB expense shown previously on page 3.

Preliminary OPEB Expense Fiscal Year Ending June 30, 2021

	<i>Beginning Net Position</i>	<i>Ending Net Position</i>	<i>Change</i>
Net OPEB Liability (NOL)	\$7,613,885	\$9,298,705	\$1,684,820
Deferred Balances	(\$3,066,890)	(\$1,735,303)	\$1,331,587
Net Position	\$10,680,775	\$11,034,008	\$353,233
Adjust Out Employer Contributions			\$282,253
OPEB Expense			\$635,486

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H. Procedures for Future Valuations

GASB 74/75 require annual measurements of liability with a full actuarial valuation required every two years. This means that for the measurement date one year following a full actuarial valuation, a streamlined “roll-forward” valuation may be performed in place of a full valuation. The following outlines the key differences between full and roll-forward valuations.

	Full Actuarial Valuation	Roll-Forward Valuation
Collect New Census Data	Yes	No
Reflect Updates to Plan Design	Yes	No
Update Actuarial Assumptions	Yes	Typically Not
Update Valuation Interest Rate	Yes	Yes
Actual Assets as of Measurement Date	Yes	Yes
Timing	4-6 weeks after information is received	1-2 weeks after information is received
Fees	Full	Reduced
Information Needed from Employer	Moderate	Minimal
Required Frequency	At least every two years	Each year, unless a full valuation is performed

The majority of employers use an alternating cycle of a full valuation one year followed by a roll-forward valuation the next year. However, a full valuation may be required or preferred under certain circumstances. Following are examples of actions that could cause the employer to consider a full valuation instead of a roll-forward valuation.

- The employer considers or puts in place an early retirement incentive program.
- The employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- The employer desires the measured liability to incorporate more recent census data or assumptions.
- The employer forms a qualifying trust or changes its investment policy.
- The employer adds or terminates a group of participants that constitutes a significant part of the covered group.

We anticipate that the next valuation we perform for Pacific Grove USD will be a full valuation with a measurement date of June 30, 2021 which will be used for the fiscal year ending June 30, 2022.

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PART III: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Pacific Grove USD to understand that the appropriateness of all selected actuarial assumptions and methods are Pacific Grove USD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 74 and 75, applicable actuarial standards of practice, Pacific Grove USD's actual historical experience, and TCS's judgment based on experience and training.

A. ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: GASB 74 and 75 require use of the entry age actuarial cost method.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The APVPBP and present value of future service costs are determined on a participant by participant basis and then aggregated.

SUBSTANTIVE PLAN: As required under GASB 74 and 75, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Pacific Grove USD regarding practices with respect to employer and employee contributions and other relevant factors.

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B. ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.63% per year used for pension purposes. Actuarial standards require using the same rate for OPEB that is used for pension.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 2.20% per year net of expenses. This is based on the Bond Buyer 20 Bond Index.

TREND: We assumed 4.00% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. Since benefits do not depend on salary (as they do for pensions), using an aggregate payroll assumption for the purpose of calculating the service cost results in a negligible error.

FIDUCIARY NET POSITION (FNP): The following table shows the beginning and ending FNP numbers that were provided by Pacific Grove USD.

Fiduciary Net Position as of June 30, 2020

	<i>06/30/2019</i>	<i>06/30/2020</i>
Cash and Equivalents	\$0	\$0
Contributions Receivable	\$0	\$0
Total Investments	\$0	\$0
Capital Assets	\$0	\$0
Total Assets	\$0	\$0
Benefits Payable	\$0	\$0
Fiduciary Net Position	\$0	\$0

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C. NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35). See Appendix C, Paragraph 52 for more information.

MORTALITY

<i>Participant Type</i>	<i>Mortality Tables</i>
Certificated	2009 CalSTRS Mortality
Classified	2014 CalPERS Active Mortality for Miscellaneous Employees
Confidential	2014 CalPERS Active Mortality for Miscellaneous Employees
Management	2014 CalPERS Active Mortality for Miscellaneous Employees

RETIREMENT RATES

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	2009 CalSTRS Retirement Rates
Classified	Hired before 1/1/2013: 2009 CalPERS Retirement Rates for School Employees Hired after 12/31/2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2% @60 adjusted to minimum retirement age of 52

SERVICE REQUIREMENT

<i>Employee Type</i>	<i>Service Requirement Tables</i>
Certificated	100% at 10 Years of Service
Classified	100% at 10 Years of Service

COSTS FOR RETIREE COVERAGE

Retiree liabilities are based on actual retiree premium plus an implicit rate subsidy of 45.8% of non-Medicare medical premium. Liabilities for active participants are based on the first year costs shown below, which include the implicit rate subsidy. Subsequent years' costs are based on first year costs adjusted for trend and limited by any District contribution caps.

<i>Participant Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	Nominal Benefit: \$3,000 Implied Subsidy: \$7,545	Dental and Vision: \$852 Medical: \$1,824
Classified	Nominal Benefit: \$6,225 Implied Subsidy: \$4,336	\$600
Confidential	Nominal Benefit: \$6,225 Implied Subsidy: \$4,336	Dental and Vision: \$852 Medical: \$1,800
Management	Nominal Benefit: \$10,361 Implied Subsidy: \$7,545	N/A

PARTICIPATION RATES

<i>Employee Type</i>	<i><65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	Nominal Benefit: 98% Implied Subsidy: 90%	98%
Classified	Nominal Benefit: 98% Implied Subsidy: 90%	98%
Confidential	Nominal Benefit: 98% Implied Subsidy: 90%	98%
Management	100%	

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TURNOVER

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2009 CalSTRS Termination Rates
Classified	2009 CalPERS Termination Rates for School Employees

SPOUSE PREVALENCE

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS

We used aging factors from "Health Care Costs - From Birth to Death" prepared by Dale Yamamoto and published in 2013 by the Society of Actuaries as part of the Health Care Cost Institute's Independent Report Series - Report 2013-1.

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PART IV: APPENDICES

APPENDIX A: DEMOGRAPHIC DATA BY AGE

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Under 25	4	0	4	0	0
25 – 29	23	7	15	0	1
30 – 34	22	13	8	0	1
35 – 39	28	14	12	1	1
40 – 44	34	18	15	1	0
45 – 49	45	30	12	0	3
50 – 54	55	26	22	0	7
55 – 59	41	21	17	0	3
60 – 64	29	14	13	1	1
65 and older	14	2	11	1	0
Total	295	145	129	4	17

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND SERVICE

<i>Total</i>	<i>Under 5 Years of Service</i>	<i>5 – 9 Years of Service</i>	<i>10 – 14 Years of Service</i>	<i>15 – 19 Years of Service</i>	<i>20 – 24 Years of Service</i>	<i>25 – 29 Years of Service</i>	<i>30 – 34 Years of Service</i>	<i>Over 34 Years of Service</i>
Under 25	4	4						
25 – 29	23	23						
30 – 34	22	19	3					
35 – 39	28	19	5	4				
40 – 44	34	16	9	5	2	1	1	
45 – 49	45	18	10	7	3	6	1	
50 – 54	55	23	12	8	3	1	3	5
55 – 59	41	7	8	10	2	4	4	5
60 – 64	29	5	1	4	9	6	1	3
65 and older	14			6	1	2	3	2
Total	295	134	48	44	20	20	13	15

ELIGIBLE RETIREES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Confidential</i>	<i>Management</i>
Under 50	0	0	0	0	0
50 – 54	0	0	0	0	0
55 – 59	2	2	0	0	0
60 – 64	13	8	3	1	1
65 – 69	34	21	10	3	0
70 – 74	45	36	8	1	0
75 – 79	14	9	5	0	0
80 – 84	15	14	0	0	1
85 – 89	5	2	3	0	0
90 and older	1	1	0	0	0
Total	129	93	29	5	2

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APPENDIX B: ADMINISTRATIVE BEST PRACTICES

It is outside the scope of this report to make specific recommendations of actions Pacific Grove USD should take to manage the liability created by the current retiree health program. The following items are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Pacific Grove USD's practices, it is possible that Pacific Grove USD is already complying with some or all of these suggestions.

- We suggest that Pacific Grove USD maintain an inventory of all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Pacific Grove USD should determine whether the benefit is material and subject to GASB 74 and/or 75.
- Under GASB 75, it is important to isolate the cost of retiree health benefits. Pacific Grove USD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Pacific Grove USD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Pacific Grove USD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for District-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Pacific Grove USD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Part III of this report for a summary of assumptions.) For example, Pacific Grove USD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Pacific Grove USD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

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APPENDIX C: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES

This report does not necessarily include the entire accounting values. As mentioned earlier, there are certain deferred items that are employer-specific. The District should consult with its auditor if there are any questions about what, if any, adjustments may be appropriate.

GASB 74/75 include a large number of items that should be included in the Note Disclosures and Required Supplementary Information (RSI) Schedules. Many of these items are outside the scope of the actuarial valuation. However, following is information to assist the District in complying with GASB 74/75 disclosure requirements:

Paragraph 50: **Information about the OPEB Plan**

Most of the information about the OPEB plan should be supplied by Pacific Grove USD. Following is information to help fulfill Paragraph 50 reporting requirements.

50.c: Following is a table of plan participants

	Number of Participants
Inactive Employees Currently Receiving Benefit Payments	129
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments*	0
Participating Active Employees	<u>295</u>
Total Number of participants	424

*We were not provided with information about any terminated, vested employees

Paragraph 51: **Significant Assumptions and Other Inputs**

Shown in Appendix C.

Paragraph 52: **Information Related to Assumptions and Other Inputs**

The following information is intended to assist Pacific Grove USD in complying with the requirements of Paragraph 52.

52.b: Mortality Assumptions Following are the tables the mortality assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Mortality Table	2009 CalSTRS Mortality
Disclosure	The mortality assumptions are based on the 2009 CalSTRS Mortality table created by CalSTRS. CalSTRS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalSTRS analysis.

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Mortality Table	2014 CalPERS Retiree Mortality for Miscellaneous Employees
Disclosure	The mortality assumptions are based on the 2014 CalPERS Retiree Mortality for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.
Mortality Table	2014 CalPERS Active Mortality for Miscellaneous Employees
Disclosure	The mortality assumptions are based on the 2014 CalPERS Active Mortality for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

52.c: Experience Studies Following are the tables the retirement and turnover assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Retirement Tables

Retirement Table	2009 CalSTRS Retirement Rates
Disclosure	The retirement assumptions are based on the 2009 CalSTRS Retirement Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.
Retirement Table	2009 CalPERS 2.0% @60 Rates for Miscellaneous Employees
Disclosure	The retirement assumptions are based on the 2009 CalPERS 2.0% @60 Rates for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.
Retirement Table	2009 CalPERS Retirement Rates for School Employees
Disclosure	The retirement assumptions are based on the 2009 CalPERS Retirement Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Tables

Turnover Table	2009 CalSTRS Termination Rates
Disclosure	The turnover assumptions are based on the 2009 CalSTRS Termination Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Total Compensation Systems, Inc.

Turnover Table	2009 CalPERS Termination Rates for School Employees
Disclosure	The turnover assumptions are based on the 2009 CalPERS Termination Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

For other assumptions, we use actual plan provisions and plan data.

52.d: The alternative measurement method was not used in this valuation.

52.e: NOL using alternative trend assumptions The following table shows the Net OPEB Liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation.

	Trend 1% Lower	Valuation Trend	Trend 1% Higher
Net OPEB Liability	\$8,813,517	\$9,298,705	\$9,942,828

Paragraph 53:

Discount Rate

The following information is intended to assist Pacific Grove USD to comply with Paragraph 53 requirements.

53.a: A discount rate of 2.20% was used in the valuation. The interest rate used in the prior valuation was 3.50%.

53.b: We assumed that all contributions are from the employer.

53.c: There are no plan assets.

53.d: The interest assumption reflects a municipal bond rate. We used the Bond Buyer 20 Index at June 30, 2020 and rounded the rate resulting in a rate of 2.20%.

53.e: Not applicable.

53.f: There are no plan assets.

53.g: The following table shows the Net OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation.

	Discount Rate 1% Lower	Valuation Discount Rate	Discount Rate 1% Higher
Net OPEB Liability	\$10,194,695	\$9,298,705	\$8,400,574

Paragraph 55:

Changes in the Net OPEB Liability

Please see reconciliation on pages 2 or 12.

Paragraph 56:

Additional Net OPEB Liability Information

Total Compensation Systems, Inc.

The following information is intended to assist Pacific Grove USD to comply with Paragraph 56 requirements.

56.a: The valuation date is June 30, 2019.

The measurement date is June 30, 2020.

56.b: We are not aware of a special funding arrangement.

56.c: The interest assumption changed from 3.50% to 2.20%.

56.d: There were no changes in benefit terms since the prior measurement date.

56.e: Not applicable

56.f: To be determined by the employer

56.g: To be determined by the employer

56.h: Other than contributions after the measurement, all deferred inflow and outflow balances are shown on page 12 and in Appendix D

56.i: Future recognition of deferred inflows and outflows is shown in Appendix D

Paragraph 57:

Required Supplementary Information

57.a: Please see reconciliation on pages 2 or 12. Please see the notes for Paragraph 244 below for more information.

57.b: These items are provided on pages 2 and 12 for the current valuation, except for covered payroll, which should be determined based on appropriate methods.

57.c: We have not been asked to calculate an actuarially determined contribution amount. We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 22 years.

57.d: We are not aware that there are any statutorily or contractually established contribution requirements.

Paragraph 58:

Actuarially Determined Contributions

We have not been asked to calculate an actuarially determined contribution amount. We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 22 years.

Paragraph 244:

Transition Option

Prior periods were not restated due to the fact that prior valuations were not rerun in accordance with GASB 75. It was determined that the time and expense necessary to rerun prior valuations and to restate prior financial statements was not justified.

Total Compensation Systems, Inc.

APPENDIX D: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

EXPERIENCE GAINS AND LOSSES

**Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Experience Gains and Losses
(Measurement Periods)**

Measurement Period	Experience (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2019	Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Experience Gains and Losses (Measurement Periods)							
				2020	Amounts to be Recognized in OPEB Expense after 2020	2021	2022	2023	2024	2025	Thereafter
2018-19	(\$3,431,279)	8.7	(\$394,400)	(\$394,400)	(\$2,642,479)	(\$394,400)	(\$394,400)	(\$394,400)	(\$394,400)	(\$394,400)	(\$670,479)
2019-20	(\$79,139)	8.7	\$0	(\$9,097)	(\$70,042)	(\$9,097)	(\$9,097)	(\$9,097)	(\$9,097)	(\$9,097)	(\$24,557)
Net Increase (Decrease) in OPEB Expense			(\$394,400)	(\$403,497)	(\$2,712,521)	(\$403,497)	(\$403,497)	(\$403,497)	(\$403,497)	(\$403,497)	(\$695,036)

Total Compensation Systems, Inc.

CHANGES OF ASSUMPTIONS

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Changes of Assumptions (Measurement Periods)

Measurement Period	Changes of Assumptions	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2019	Amounts to be Recognized in OPEB Expense after 2020							
				2020	2021	2022	2023	2024	2025	Thereafter	
2017-18	(\$280,400)	7.3	(\$76,822)	(\$38,411)	(\$165,167)	(\$38,411)	(\$38,411)	(\$38,411)	(\$38,411)	(\$11,523)	
2018-19	\$196,109	8.7	\$22,542	\$22,542	\$151,025	\$22,542	\$22,542	\$22,542	\$22,542	\$22,542	\$38,315
2019-20	\$1,120,109	8.7	\$0	\$128,749	\$991,360	\$128,749	\$128,749	\$128,749	\$128,749	\$128,749	\$347,615
Net Increase (Decrease) in OPEB Expense			(\$54,280)	\$112,880	\$977,218	\$112,880	\$112,880	\$112,880	\$112,880	\$139,768	\$385,930

Total Compensation Systems, Inc.

INVESTMENT GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Investment Gains and Losses (Measurement Periods)

Measurement Period	Investment (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2019	2020	Amounts to be Recognized in OPEB Expense after 2020	2021	2022	2023	2024	2025	Thereafter
2019-20	\$0	0	\$0	\$0	\$0						
Net Increase (Decrease) in OPEB Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Compensation Systems, Inc.

APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service. The only actuarial cost method allowed under GASB 74/75 is the entry age actuarial cost method.
<u>Actuarial Present Value of Projected Benefit Payments:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation or measurement date.
<u>Deferred Inflows/Outflows of Resources:</u>	A portion of certain items that can be deferred to future periods or that weren't reflected in the valuation. The former includes investment gains/losses, actuarial gains/losses, and gains/losses due to changes in actuarial assumptions or methods. The latter includes contributions made to a trust subsequent to the measurement date but before the statement date.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower service costs and total OPEB liability.
<u>Fiduciary Net Position:</u>	Net assets (liability) of a qualifying OPEB "plan" (i.e. qualifying irrevocable trust or equivalent arrangement).
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees and the employer is expected, in the long run, to pay the underlying cost of retiree benefits.
<u>Measurement Date:</u>	The date at which assets and liabilities are determined in order to estimate TOL and NOL.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Liability (NOL):</u>	The Total OPEB Liability minus the Fiduciary Net Position.
<u>OPEB Benefits:</u>	Other Post Employment Benefits. Generally, medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>OPEB Expense:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Service Cost plus interest on the Total OPEB Liability (TOL) plus change in TOL due to plan changes minus projected investment income; all adjusted to reflect deferred inflows and outflows of resources.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower service cost and a TOL. The participation rate often is related to retiree contributions.

Total Compensation Systems, Inc.

<u>Pay As You Go Cost:</u>	The projected benefit payments to retirees in a given year as estimated by the actuarial valuation. Actual benefit payments are likely to differ from these estimated amounts. For OPEB plans that do not pre-fund through an irrevocable trust, the Pay As You Go Cost serves as an estimated amount to budget for annual OPEB payments.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with the service requirement to reflect both age and length of service). The more likely employees are to retire early, the higher service costs and actuarial accrued liability will be.
<u>Service Cost:</u>	The annual dollar value of the “earned” portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.
<u>Service Requirement:</u>	The proportion of retiree benefits payable under the OPEB plan, based on length of service and, sometimes, age. A shorter service requirement increases service costs and TOL.
<u>Total OPEB Liability (TOL):</u>	The amount of the actuarial present value of projected benefit payments attributable to participants’ past service based on the actuarial cost method used.
<u>Trend Rate:</u>	The rate at which the employer’s share of the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher service costs and TOL.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce service costs and TOL.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined by means of an actuarial valuation. Under GASB 74 and 75, the valuation date does not have to coincide with the statement date, but can’t be more than 30 months prior.

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

SUBJECT: Resolution No. 1071 “California Day of the Teacher” and “Teacher Appreciation Week”

DATE: May 6, 2021

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

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1071 proclaiming the first week of May, May 3 – May 7, 2021, as Teacher Appreciation Week and specifically Wednesday, May 12, 2019 as “California Day of the Teacher” (EC 37222.10)

BACKGROUND AND INFORMATION:

During the early 1970’s, The Association of Mexican-American Educators (AMAE) adopted the Mexican tradition of annually recognizing teachers and began organizing related events throughout the state. In 1985, AMAE sponsored legislation (incorporated in Education Code Section 37222.10) to establish the Day of the Teacher to be observed each year on the second Wednesday in May.

Teachers play an important role in our society fulfilling the responsibility to educate all children. The State of California has declared the second Wednesday in May as “California Day of the Teacher.” Therefore, we recognize our teachers with a resolution proclaiming May 3, 2021 through May 7, 2021 as Teacher Appreciation Week whereby citizens confirm and support parent teacher partnerships and specifically May 12, 2021 as “California Day of the Teacher.”

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1071 Proclaiming

“CALIFORNIA DAY OF THE TEACHER” and
“TEACHER APPRECIATION WEEK”

WHEREAS, teachers personify our society’s belief that universal public education is key to meeting the challenges of a changing world and the influence of a good teacher continues long after school days are only memories; and

WHEREAS, teachers demonstrate and share their love of learning in the classroom every day and fill many roles: as listeners, explorers, role models, motivators, and mentors; and, by doing so, are partners with parents and the community in inspiring students’ dreams and laying the foundation for them to be good citizens; and

WHEREAS, teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop and where teachers reach out to foster the well-being of each student, regardless of ability, social or economic background, race, or ethnic origin or religion; and

WHEREAS, the Board does applaud the unique and highly specialized skills and dedication required to meet the varied needs of the young people served by the District’s instructional programs and recognize that the quality of all student’s educational experiences depends significantly and vitally upon the quality of their teachers who are entrusted with fulfilling the mission of education to prepare our students for the future; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that Resolution 1071 be adopted to observe May 3, 2021 through May 7, 2021 as Teacher Appreciation Week and specifically May 12, 2021 as the “CALIFORNIA DAY OF THE TEACHER” by taking time to remember and salute the teachers who mold and educate our children, impact and enrich our lives, and thereby, are critical to the constant transformation of our society.

Passed and Adopted on the Sixth Day of May, 2021

John Paff, President

Brian Swanson, Clerk

/

Cristy Dawson, Board Member

Carolyn Swanson, Board Member

Ralph Gomez Porras, Superintendent

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

SUBJECT: Classified School Employee Week - Resolution No. 1072

DATE: May 6, 2021

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

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1072 proclaiming May 16 – 22, 2021 as “Classified School Employee Week.”

INFORMATION AND BACKGROUND:

In 1986, California School Employees Association sponsored state legislation to create Classified School Employee Week. Since then, California public schools has taken one week each May to recognize the outstanding efforts and contributions of its classified school workers.

Classified school employees play crucial roles in education. From the time students board a school bus to the time that they head home at the end of the day, every aspect of their educational experience is impacted by a classified school employee. Classified staff includes school bus drivers, secretaries, clerical staff, food service, instructional assistants, maintenance personnel, custodians, and others. Classified school employees transport students, feed students, teach them vital skills, and ensure that our schools are operating smoothly and safely.

We therefore recognize Classified School Employees by Board Resolution, proclaiming “Classified School Employee Week” May 16-22, 2021.

FISCAL IMPACT:

None

Pacific Grove Unified School District
Board of Education

Resolution Number 1072 Proclaiming

“CLASSIFIED SCHOOL EMPLOYEE WEEK”

WHEREAS, the Legislature of the State of California has declared that May 16-22, 2021 shall be “**CLASSIFIED SCHOOL EMPLOYEE WEEK.**” a time to recognize the many contributions of classified school employees to public education; and

WHEREAS, the education of our youth is imperative to our society, to California, to our nation, our world; and

WHEREAS, our District’s classified school employees are skilled personnel who serve our students and play important roles in the establishment and promotion of a positive instructional environment; and

WHEREAS, our classified staff are dedicated individuals who perform outstanding work and have continued to offer exceptional support for our students, teachers, and administration;

WHEREAS, our classified employees deserve rightful recognition and public celebration for their caring, their deeds, and the incalculable contributions they have made to California’s public education system;

WHEREAS, our classified employees, often the unsung heroes are respected educational partners and this year above all others, have met the challenges faced through the Covid 19 pandemic and served our students and schools as essential workers;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Pacific Grove Unified School District that **Resolution 1072** be adopted to observe **CLASSIFIED SCHOOL EMPLOYEE WEEK** during the time of May 16-22, 2021 as an opportunity to acknowledge the achievements and contributions of classified school employees in our system of public education.

Passed and Adopted on the sixth Day of May 2021

John Paff, President

Cristy Dawson, Board Member



www.pgusd.org

Brian Swanson, Clerk

Caroline Swanson, Board Member

Ralph Gomez Porras, Superintendent

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

SUBJECT: Resolution No. 1073 Supporting People of Asian Ancestry and Condemning Harassment
Toward People of Asian Descent

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Board of Education

RECOMMENDATION:

The following Resolution No. 1073 supporting people of Asian ancestry and condemning harassment toward people of Asian descent was proposed for potential revision and adoption by the Board of Trustees.

INFORMATION:

Basic human decency requires a respect and acceptance for people of all backgrounds. America's professed values include a commitment to liberty, equality and justice for all. America's diversity is a source of strength and prosperity and California's vibrant communities benefit from cultural contributions made by people of every ancestry. People of Asian descent have suffered intense discrimination since California's earliest days, and that discrimination continues today in the repugnant form of terroristic violence against Asian Americans; and a climate where Americans of Asian descent are being othered, targeted, scapegoated and killed because of their race. School districts have an obligation not only to prepare students academically but also to provide the foundation for personal growth and responsible participation in civic life. The District values of inclusiveness, humanity and respect demand that we support students of Asian ancestry and the larger Asian American community in this moment of national strife and at all times.

The Board reviewed a resolution draft at the regular Board meeting on April 1, 2021. The item did not pass. This resolution has been edited from the previous version.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1073

Resolution Supporting People of Asian Ancestry and Condemning Harassment Toward People of Asian Descent

WHEREAS, America's professed values include a commitment to liberty, equality and justice for all;
and

WHEREAS, America's diversity is a source of strength and prosperity and California's vibrant communities benefit from cultural contributions made by people of every ancestry; and

WHEREAS, California is home to the largest population of Asian Americans, a group that has enriched the state in countless and invaluable ways; and

WHEREAS, people of Asian descent have suffered discrimination since California's earliest days;
and

WHEREAS, that discrimination continues today in the form of violence against Asian Americans;
and

WHEREAS, schools have an obligation not only to prepare students academically but also to provide the foundation for personal growth and responsible participation in civic life; and

WHEREAS, our values of inclusiveness, humanity and respect demand that we support students of Asian ancestry and the larger Asian American community, in keeping with our Policies of anti-discrimination for all members of the community;

NOW, THEREFORE BE IT RESOLVED, that the Governing Board of the Pacific Grove Unified School District commits to creating a supportive, inclusive culture that fully embraces students of Asian descent and decries violence and harassment against them and any member of the community.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School District this 6th day of May, 2021, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Paff, President
Board of Education

Ralph Porras, Superintendent
Secretary Board of Education

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

SUBJECT: Contract for Services with Otto Construction for Pacific Grove High School K and L Wing Dry Rot Repairs

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Otto Construction Pacific Grove High School K and L wing dry rot repairs.

BACKGROUND:

Significant termite and dry rot damage exist in the fascia and glulam beam of the K&L Building. The significance of the damage to the structural glulam has resulted in this being a priority project. The District contracted services to a structural engineer, Howard Carter. Plans for repair were received the week of January 11, 2021. Plans call for removing the existing roof above the glue lam to observe any damage to the beam.

Staff believes that the cause of the dry rot damage is the rock roofing material clogging the interior rain gutters resulting in water pooling. In addition to the structural and cosmetic repairs, staff recommends removing and replacing the entire roof, repairing the internal gutter system, and exterior painting of the building.

INFORMATION:

The contract is for the demolition and structural repairs as outlined in the Howard Carter plans. Each contractor was asked to carry an allowance of \$15,000 to address abatement of lead paint during the demolition. Staff is also recommending the approval of the Voluntary Add Alternate to replace all remaining fascia and flashing versus just the sections that are visibly damaged.

This contract does not include roofing and painting that were bid separately by the District.

FISCAL IMPACT:

\$ 132,225.00 from Measure D. Work will begin on or around June 1, 2021 and is anticipated to complete in 3-5 weeks.

Bid Results

	Otto Construction	Avila Construction	Dilbeck & Sons
Base Bid	\$ 97,000.00	\$142,671.79	\$250,111.00
Add Alt for Detail 1/S2.0	-	\$2,949.30	-
Owner Lead Abatement Allowance	\$15,000.00	\$15,000.00	\$15,000.00
Add Alt to Replace all Fascia and Flashing	\$20,225.00	-	-
Total	\$132,225.00	\$160,610.89	\$265,111.00

Note: Low bid is based on Base Bid

Budget

PGHS K&L Dry Rot & Termite Damage Repair	\$500,000.00
Otto Construction Bid	\$132,225.00
Remainder in Budget	\$367,775.00

AGREEMENT BETWEEN OWNER AND CONTRACTOR

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

Otto Construction	CA License # 178809		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
1717 Second Street	Sacramento	CA	95811
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as 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 High School K&L Dry Rot Repairs
615 Sunset Blvd
Pacific Grove, CA 93950

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about June 03, 2021 and shall be completed on or before September 30, 2021.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds One hundred thirty two thousand two hundred and twenty five 00/100 dollars (**\$132,225.00**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall retain the

other five percent (5%) of the undisputed value of the Work. The value of the Work completed shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncomplished with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, **and** the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;

- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **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 VIII. **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 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 Monterey, 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 waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, including change orders, signed by the parties and approved or ratified by the Governing Board.

Article XVI. **ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

Article XVII. **WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

(CONTRACTOR)

(OWNER)

Board Approved May 5, 2021

SIGNED BY (Contractor) Date

Assistant Superintendent Date

CALIFORNIA CONTRACTOR'S
LICENSE NO.

Director of Human Resources Date

LICENSE EXPIRATION DATE

Site/Program Administrator Date

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.



April 26th, 2021

To: Lori Aiello & Matt Kelly
Pacific Grove Unified School District

RE: PGUSD CUPCCAA K&L Dry Rot Repair - REVISED

Lori & Matt,

Please review the following scope clarifications for our Bid Proposal. We have included a list of project-specific inclusions and exclusions.

Documents:

- Based off drawings titled "Pacific Grove High School Roof Repairs" dated 12-15-2020 and job walk on 03-31-2021.
- Hazardous Materials Report by M3 Environmental dated 04-16-2021

Inclusions:

1. General Conditions – project supervision & temp. facilities
2. Bonds & Builder's Risk Insurance
3. Demolition – remove roofing, plywood and T&G at our areas of work only
4. Repair T&G at areas called out on drawings (approx. 1,530sf)
5. Replace 3x12 fascia at areas called out as (N) 3x12 fascia on drawings (approx. 150lf)
6. Replace flashing at new fascia
7. Complete repairs #1, #2, #3, and #4 as called out on drawings
8. Lead removal at our scope of work per hazardous materials report as an allowance

Exclusions:

- Asbestos abatement; testing & removal
- All Permits Fees (including BCDC, DSA, SFM, and SWPPP)
- T&G Repair at areas not called out on drawings
- Roofing patchback
- Painting
- Off-hours work

Please see following page for proposal pricing, alternate, allowance, and T&M rate.

1717 Second Street
Sacramento CA 95811
TEL 916.441.6870
FAX 916.441.6138



Proposal Amount: **\$97,000**

Owner Allowance #1: Lead Abatement \$15,000
Lead Abatement T&M Rate (\$1,500 minimum) \$150/hr

Voluntary Add Alternate: Replace all remaining fascia and flashing (approx. 300lf): \$20,225

Please let me know if you have any questions.

Sincerely,
OTTO CONSTRUCTION

By: 
Natalie Ghilain, Chief Estimator

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

SUBJECT: Contract for Services with Satellite Painting for Pacific Grove High School K and L Wing Dry Rot Repairs

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Satellite Painting for Pacific Grove High School K and L wing dry rot repairs project.

BACKGROUND:

Significant termite and dry rot damage exist in the fascia and glulam beam of the K&L Building. The significance of the damage to the structural glulam has resulted in this being a priority project. The District contracted services to a structural engineer, Howard Carter. Plans for repair were received the week of January 11, 2021. Plans call for removing the existing roof above the glue lam to observe any damage to the beam.

Staff believes that the cause of the dry rot damage is the rock roofing material clogging the interior rain gutters resulting in water pooling. In addition to the structural and cosmetic repairs, staff recommends removing and replacing the entire roof, repairing the internal gutter system, and exterior painting of the building.

INFORMATION:

The contract is for the preparation, priming, and painting of K&L building. Contract does not include paint materials which will be provided by the District from Kelley Moore Paints in Pacific Grove. Approximate cost of materials will be \$10,000.

FISCAL IMPACT:

\$ 27,500.00 from Measure D. Work will begin on or around June 3, 2021 and is anticipated to complete in 6-8 weeks.

Bid Results

	Satellite Painting	Color New Co.	
Base Bid	\$ 27,500.00	\$38,000.00	
Deduct Paint Materials	-	<\$4,000.00>	
Total	\$27,500.00	\$34,000	

Note: Paint materials deducted from Color New Co. will be different from those District will provide.

Budget

PGHS K&L Dry Rot & Termite Damage Repair	\$367,775.00
<u>Satellite Painting Bid</u>	<u>\$27,500.00</u>
Remainder in Budget	\$340,275.00

AGREEMENT BETWEEN OWNER AND CONTRACTOR

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

Satellite Painting Inc	CA License # 563898		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
15105 Concord Circle, Suite 210E	Morgan Hill	CA	95037
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as 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 High School K&L Dry Rot Repairs
615 Sunset Blvd
Pacific Grove, CA 93950**

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about June 03, 2021 and shall be completed on or before October 30, 2021.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds Twenty seven thousand five hundred 00/100 dollars (**\$27,500.00**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall retain the

other five percent (5%) of the undisputed value of the Work. The value of the Work completed shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncomplished with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, **and** the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;

- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **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

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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 Monterey, 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.

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(CONTRACTOR)

(OWNER)

Board Approved May 5, 2021

SIGNED BY (Contractor) Date

Assistant Superintendent Date

CALIFORNIA CONTRACTOR'S
LICENSE NO.

Director of Human Resources Date

LICENSE EXPIRATION DATE

Site/Program Administrator Date

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.



SATELLITE PAINTING INC

INDUSTRIAL*COMMERCIAL*RESIDENTIAL

15105 Concord Circle Ste 210E

Morgan Hill, CA 95037

Phone: 408-264-1600 Fax: 408-264-0300

UNION SHOP

SALES TAX INCLUDED

LICENSE # 563898

DIR # 1000028304

Job Name: PACIFIC GROVE H.S. (Paint Exterior Bldg L&K)

Bid Date: 04/23/2021

Time: 12:00PM

Location : 615 Sunset Dr,
Pacific, CA 93950

Architect: None

Estimator: Cesar Arroyo
cesar@satpainting.com

Cell: 408-373-9822

Drawing Date: None

Revisions : None

Addenda(s) : None

Bidding Divisions: PAINTING:

\$27,500.00

See scope sheet below for additional pricing and information
Satellite Painting, Inc.

Project: Pacific Grove High School
Bid Date: 04/23/2021

Alternates:

Inclusions:

- 1- Painting exterior building L-K.
- 2- Painting exterior Doors, trim, eaves, siding, fascia Stucco etc.
- 3- Prep and removed lose paint.
- 4- Treat prep for lead.
- 5- Apply coat of primer.
- 6- Rental Equipment.
- 7- Apply 2 coats of finish paint (Paint Provided by Owner)
- 8- Protect areas from over spray.
- 9- Safety and quality control at all times.

Note:

- Painting to be done at regular hour M-F.
- Damage Repair Financial responsibility per PDCA Standard P1-92
- Interior& Exterior painting to be done prior installation of factory finished and natural finished surfaces.
- Colors as indicated in plans
- Based on a continuous single phase project
- Prevailing Wages.

Exclusions:

- 1- Material/Paint
- 2- FRP, stripping, marker board .
- 3- Fireproofing.
- 4- Paint cabinets.
- 5- Canopies.
- 6- Seal flooring.
- 7- Sealant.
- 8- Striping/Pavement and markings.
- 9- Graphics or murals.
- 10- FRP or panels .
- 11- Concrete floor sealer.
- 12- Tack board.
- 13- Epoxy Flooring.
- 14- Wall covering .

Note:

This proposal contains **Zero (0)** hrs allowances for Trade Damage. It is recommended that you carry a contingency budget for anticipated trade damage touch up. Prices are based upon quoted scope of work and quote will become part of the contract documents. General Contractor to provide temporary power, task lighting, water, heating, ventilation as required per specification and one full set of plans and specifications for our use. General Contractor to ensure continuous and consistent daily work flow for all of Satellite Painting, Inc. crews. Special attention should be paid to PDCA (Painting and Decorating Contractors of America) Standards P1 thru P10, specially P1-4 (Financial Responsibility for Trade Damage Touch up and P7-04 (Proper Sequencing). This proposal is based on all PDCA standards and can be viewed at: www.pdca.org/standards. ***BID Insurance: Bid based on 2M/2M aggregate – WC: 1M**

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

SUBJECT: Approval of Services with M3 Environmental for Lead and Asbestos Testing at Pacific Grove High School K and L Buildings

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve expenditures for services with M3 Environmental for lead and asbestos testing for Pacific Grove High School K and L buildings dry rot repairs.

BACKGROUND:

Significant termite and dry rot damage exist in the fascia and glulam beam of the K&L Building. The significance of the damage to the structural glulam has resulted in this being a priority project. The District contracted services to a structural engineer, Howard Carter. Plans for repair were received the week of January 11, 2021. Plans call for removing the existing roof above the glue lam to observe any damage to the beam.

Staff believes that the cause of the dry rot damage is the rock roofing material clogging the interior rain gutters resulting in water pooling. In addition to the structural and cosmetic repairs, staff recommends removing and replacing the entire roof, repairing the internal gutter system, and exterior painting of the building.

INFORMATION:

Testing for lead and asbestos was needed prior to bidding the K&L Dry Rot and Termite repairs at PGHS. These services have been completed under an existing maintenance contract.

FISCAL IMPACT:

\$ 975.00 from Measure D.

Budget

PGHS K&L Dry Rot & Termite Damage Repair	\$340,275.00
<u>M3 Testing Expenditure</u>	<u>\$975.00</u>
Remainder in Budget	\$339,300.00



9821 Blue Larkspur Lane, Ste 100
 Monterey, CA 93940
 831.649.4623

ACTION/DISCUSSION J

Invoice

Date	Invoice #
4/21/2021	2116901

Bill To

Pacific Grove Unified School District
 435 Hillcrest Ave.
 Pacific Grove
 CA
 93950

Terms	Project
Net 30	21169.10

Description	Amount
SITE: Pacific Grove High School Building KL Roof Repairs M3 proposal# 213148 Limited Asbestos and Lead Inspection	975.00
Thank you for your business.	Total \$975.00

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

SUBJECT: Approve to Deregulate Facilities Use Permits

DATE: May 6, 2021

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

RECOMMENDATION:

The District Administration recommends the Board approve to deregulate facilities use permits throughout the District.

BACKGROUND:

On September 3, 2020, Resolution 1058 was passed by the Board of Trustees, giving the authority to restrict non-school rental of district facilities temporarily. The resolution does not explicitly permit suspension of use. However, it does provide the Board with the right to reasonably regulate the use, so the Board requested staff present a recommendation to discuss facilities rentals during the coronavirus pandemic.

On October 1, 2021 the Board voted to restrict Facilities Use Permits to limit the spread of the coronavirus.

INFORMATION:

As of this writing, Monterey County is in the Orange Tier and numbers continue to decline closer to the yellow tier. The CDC and CDPH continue to open group activities as more people are vaccinated. Staff is recommending that the Board lift the regulations passed in Resolution 1058.

When requesting District facilities, groups will be asked to submit a COVID safety plan that reflects the current CDPH and County restrictions for their event(s) prior to approval. Groups requesting events and activities that are not allowed by current CDPH and County restrictions will not be approved.

FISCAL IMPACT:

No fiscal impact.

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

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

SUBJECT: Board Calendar/Future Meetings

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar January – June 2021

Thursday January 7	Regular Board Meeting ✓ Preliminary Enrollment Projection for 2021-22 ✓ Property Tax Update ✓ PGHS Course Bulletin Action/Discussion	VIRTUAL
Thursday January 21	Regular Board Meeting ✓ School Accountability Report Cards ✓ Acceptance of the 2019-20 Audit Report ✓ Report on Governor’s Budget Proposal	VIRTUAL
Saturday January 30 9am	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise ✓ Measure D Goals and Objectives	VIRTUAL
Thursday February 4	Regular Board Meeting ✓ Budget Development Calendar ✓ Quarterly Facilities Project Updates*	VIRTUAL
Thursday February 18	Regular Board Meeting ✓ Board Goals- Approval ✓ Governance Handbook- Approval	VIRTUAL
Thursday March 4	Regular Board Meeting ✓ Second Interim Report/Budget Revision #3 ✓ Open House Schedules Reviewed ✓ Possible Personnel Action (RIF)	VIRTUAL
Thursday March 18	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report ✓ Preliminary Review of PGHS Site Master Schedule ✓ Review of Strategic Plan 2021-22	VIRTUAL
Thursday March 25	Special Board Meeting ✓ Proposed COVID-19 Elementary Schools’ Reopening Plans ✓ Superintendent Goals 2021-22	VIRTUAL
Thursday April 1	Regular Board Meeting ✓ Approve 2021-22 Aug.- Dec. Board Meeting Calendar ✓ TRAN Resolution	VIRTUAL
Thursday April 22	Regular Board Meeting ✓ Begin Superintendent Evaluation	VIRTUAL
Thursday May 6	Regular Board Meeting ✓ Continue Superintendent Evaluation ✓ Review of Site Master Schedules ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Review of Strategic Plan 2021-22	VIRTUAL
Thursday May 20	Regular Board Meeting ✓ Complete Superintendent’s Evaluation ✓ Review Governor’s Revised Budget ✓ Suspensions/Expulsions Annual Report	VIRTUAL

Friday May 28 4:00 p.m.	Special Board Meeting ✓ Board Vacancy Appointment Interviews and Vote	VIRTUAL
Thursday June 3	Regular Board Meeting ✓ Board Appointed Trustee Oath of Office ✓ 2021-22 Budget Public Hearing ✓ Retiree Recognition ✓ Employee Recognition ✓ LCAP Public Hearing	VIRTUAL
Thursday June 17	Regular Board Meeting ✓ Approval of Contracts and Purchase Orders for 2021-22 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report ✓ Consolidated Application ✓ Approval of LCAP ✓ 2021-22 Budget Adoption	VIRTUAL/DISTRICT OFFICE

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

Board Meeting Calendar August – December 2021

Aug. 19	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 2	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
<i>TBD</i> Sept. 18 <i>*Saturday</i>	Special Board Meeting ✓ Foreign Language Program	District Office
<i>TBD</i> Sept. 25 <i>*Saturday</i>	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office
Oct. 7	Regular Board Meeting ✓ Superintendent Goals ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim) ✓ Bus Ridership ✓ Week of the School Administrator	District Office
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office
Nov. 4	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	District Office
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	District Office
Dec. 16	Organizational Meeting ✓ Election of 2020-21 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

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

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

SUBJECT: Pacific Grove High School Master Schedule Draft for 2021-2022

DATE: May 6, 2021

PERSON(S) RESPONSIBLE: Lito M. García, Principal Pacific Grove High School and Pacific Grove Community High School

RECOMMENDATION:

The District Administration recommends the Board review the draft of the master schedule for Pacific Grove High School for the 2021-2022 1 school year.

BACKGROUND:

Each school year from January through the end of the school year the master schedule for the upcoming school year is developed.

INFORMATION:

Students, via Illuminate, sign up for courses in January based on our course catalog offerings. Based on course requests PGHS administration and the counseling department in conjunction with input from teachers develop the master schedule for the upcoming school year. The master schedule goes through numerous drafts over the course of the second semester. The master schedule may be adjusted over the summer and at the start of the school year based on enrollment and/or teacher availability.

FISCAL IMPACT:

Annual cost of certificated staff and materials.

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21238(370) Physics - 32 Science			X					
21165(475) Independent Productive Study - 32 Extracurricular				X				
21222(373) AP Physics C: Mechanics - 32 Science					X			
21239(370) Physics - 32 Science						X		
21237(370) Physics - 32 Science							X	
AVERAGE								
21271(436) Functional Academics - 20 Special Ed		X						1
21301(436) Functional Academics - 20 Special Ed			X					
21273(434) Inclusion - General - 20 Special Ed				X				1
21274(435) Inclusion - PE - 20 Special Ed					X			1
21268(438) Community Based Instruction - 20 Special Ed						X		1
21275(437) Life Skills - 20 Special Ed							X	1
								5
21279(573) Spec. Academic Support 11 - 32 Special Ed			X					
21278(558) Spec. Academic Support 10 - 32 Special Ed					X			
21141(137) AP English Language - 32 English		X						
21156(130) English 4 - 32 English			X					
21158(130) English 4 - 32 English				X				
21157(130) English 4 - 32 English					X			
21160(140) Honors English 1 - 32 English							X	27
AVERAGE								
								27
21287(510) Spanish 1 - 32 World Language			X					28
21290(512) Spanish 2 - 32 World Language				X				1
21288(510) Spanish 1 - 32 World Language					X			26

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21291(512) Spanish 2 - 32 World Language						X		1
21289(510) Spanish 1 - 32 World Language							X	22
AVERAGE								
								78
21208(406) Phys. Ed. Core 10-12 - 60 Phys. Ed.	X							
21215(410) Phys. Ed. Strength Training 1 - 42 Phys. Ed.			X					
21217(410) Phys. Ed. Strength Training 1 - 42 Phys. Ed.					X			
21209(406) Phys. Ed. Core 10-12 - 60 Phys. Ed.						X		
21216(410) Phys. Ed. Strength Training 1 - 42 Phys. Ed.							X	
AVERAGE								
21221(358) AP Environmental Science - 32 Science		X						
21223(355) Biology - 32 Science			X					30
21226(355) Biology - 32 Science				X				14
21225(355) Biology - 32 Science					X			30
21224(355) Biology - 32 Science							X	3
AVERAGE								
								77
21191(308) Integrated Math 2 - 28 Math		X						3
21190(308) Integrated Math 2 - 28 Math			X					9
21180(320) AP Calculus A/B - 32 Math				X				
21181(322) AP Calculus B/C - 32 Math						X		
21179(320) AP Calculus A/B - 32 Math							X	
AVERAGE								
								12
21134(637) Culinary 1: Intro to Culinary Arts - 24 Culinary Arts		X						1
21138(910) MPC Culinary 2 - 32 Culinary Arts			X					

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21135(637) Culinary 1: Intro to Culinary Arts - 24 Culinary Arts				X				2
21137(649) Culinary IV - 32 Culinary Arts					X			
21139(911) MPC Culinary 3 - 32 Culinary Arts					X			
21136(637) Culinary 1: Intro to Culinary Arts - 24 Culinary Arts						X		1
21133(780) Culinary 1B: Fundamentals of Baking - 24 Culinary Arts							X	
AVERAGE								4
21277(898) Personal Management - 32 Special Ed		X						
21269(842) English 11-12 - 32 Special Ed				X				
21270(841) English 9-10 - 32 Special Ed				X				3
AVERAGE								3
21240(214) AP Government - 32 Social Science				X				
21249(216) Economics - 32 Social Science				X				
21241(214) AP Government - 32 Social Science					X			
21250(216) Economics - 32 Social Science					X			
21244(238) AP Human Geography - 26 Social Science						X		20
AVERAGE								20
21280(557) Spec. Academic Support 9 - 32 Special Ed				X				10
21162(145) Honors English 2 - 32 English		X						
21150(110) English 2 - 26 English			X					
21161(145) Honors English 2 - 32 English				X				
21152(110) English 2 - 26 English							X	
AVERAGE								
21264(200) World History - 32 Social Science		X						

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21247(227) AP World History - 32 Social Science			X					
21265(200) World History - 32 Social Science				X				
21267(200) World History - 32 Social Science					X			
21266(200) World History - 32 Social Science							X	
AVERAGE								
21144(142) English 4 - Expository Reading & Writing - 32 English		X						
21143(142) English 4 - Expository Reading & Writing - 32 English			X					
21146(100) English 1 - 24 English				X				23
21173(561) Advanced Drama - 32 Fine Arts					X			
21177(560) Drama - 32 Fine Arts					X			3
21145(100) English 1 - 24 English							X	20
AVERAGE								46
21166(524) Leadership - 32 Extracurricular	X							6
21254(236) Psychology - 32 Social Science			X					
21151(110) English 2 - 26 English					X			
21245(235) AP Psychology - 32 Social Science						X		
AVERAGE								6
21163(150) Honors English 3 - 32 English		X						
21155(120) English 3 - 32 English			X					
21164(150) Honors English 3 - 32 English				X				
21154(120) English 3 - 32 English						X		
21153(120) English 3 - 32 English							X	
AVERAGE								

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21206(530) Marching/Concert Band - 70 Music	X							15
21205(531) Guitar - 32 Music		X						6
21207(535) Orchestra - 50 Music							X	5
AVERAGE								
								26
21292(512) Spanish 2 - 32 World Language		X						2
21294(513) Spanish 3 - 32 World Language			X					
21295(513) Spanish 3 - 32 World Language				X				
21293(513) Spanish 3 - 32 World Language					X			
21282(515) AP Spanish - 32 World Language						X		
21296(514) Spanish 4 - 32 World Language						X		
AVERAGE								
								2
21167(549) 2D Design - 25 Fine Arts		X						6
21171(553) Advanced 2D Design - 32 Fine Arts		X						
21169(720) 3D Design - 24 Fine Arts			X					11
21172(554) Advanced 3D Design - 32 Fine Arts			X					
21168(549) 2D Design - 25 Fine Arts				X				6
21306(553) Advanced 2D Design - 32 Fine Arts				X				
21174(559) Advanced Drawing and Painting - 32 Fine Arts						X		
21176(543) AP Studio Art and 2D Design - 32 Fine Arts						X		
21178(544) Drawing & Painting - 32 Fine Arts						X		
21170(720) 3D Design - 24 Fine Arts							X	8
21307(554) Advanced 3D Design - 32 Fine Arts							X	
AVERAGE								
								31
21276(845) Math 9-12 - 32 Special Ed		X						3

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21108(556) Spec. Academic Support 11-12 - 32 Academic Support			X					
								3
21204(797) Photography 1 - 24 Media/Photography					X			
21175(551) AP Studio Art: 2D Design/Photography - 32 Fine Arts						X		
21202(912) MPC Photography 2 - 30 Media/Photography						X		
21203(797) Photography 1 - 24 Media/Photography							X	
AVERAGE								
21201(319) Probability & Statistics - 32 Math		X						
21192(308) Integrated Math 2 - 28 Math			X					8
21200(315) Pre Calculus - 32 Math				X				
21195(976) Integrated Math 2 Support - 32 Math					X			
21199(315) Pre Calculus - 32 Math							X	
AVERAGE								
								8
21227(355) Biology - 32 Science		X						26
21228(355) Biology - 32 Science				X				14
21229(355) Biology - 32 Science						X		24
AVERAGE								
								64
21242(238) AP Human Geography - 26 Social Science	X							26
21251(215) Government/Civics - 32 Social Science		X						
21316(216) Economics - 32 Social Science		X						
21248(216) Economics - 32 Social Science			X					
21253(215) Government/Civics - 32 Social Science			X					
21243(238) AP Human Geography - 26 Social Science				X				20

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21252(215) Government/Civics - 32 Social Science					X			
21317(216) Economics - 32 Social Science					X			
AVERAGE								
								46
21210(402) Phys. Ed. Core 9 - 42 Phys. Ed.		X						36
21211(402) Phys. Ed. Core 9 - 42 Phys. Ed.			X					40
21212(402) Phys. Ed. Core 9 - 42 Phys. Ed.					X			29
21213(402) Phys. Ed. Core 9 - 42 Phys. Ed.						X		33
21214(402) Phys. Ed. Core 9 - 42 Phys. Ed.							X	29
AVERAGE								
								91
21131(987) Introduction to Anatomy and Physiology - 32 CTE Health				X				
21129(781) Healthcare Occupations - 32 CTE Health					X			3
21132(782) Therapeutic Services - 24 CTE Health						X		
21130(781) Healthcare Occupations - 32 CTE Health							X	3
AVERAGE								
								6
21230(360) Chemistry - 32 Science		X						
21272(398) Fundamentals of Success - 32 Special Ed			X					
21231(360) Chemistry - 32 Science				X				
21236(361) Honors Chemistry 1 - 32 Science					X			
21232(360) Chemistry - 32 Science						X		
AVERAGE								
21235(365) Earth & Space Systems - 25 Science			X					14
21109(810) AVID - 32 AVID				X				9
21110(813) AVID 12 - 32 AVID					X			

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21111(812) AVID 2 - 32 AVID					X			
21233(365) Earth & Space Systems - 25 Science						X		6
21234(365) Earth & Space Systems - 25 Science							X	6
AVERAGE								35
21258(210) U.S. History - 32 Social Science	X							
21259(210) U.S. History - 32 Social Science		X						
21246(230) AP U.S. History - 32 Social Science			X					
21257(210) U.S. History - 32 Social Science				X				
21256(210) U.S. History - 32 Social Science					X			
AVERAGE								
21189(307) Integrated Math 1 - 28 Math	X							5
21303(817) Introduction to Computer Science - 32 Computer Science		X						8
21188(307) Integrated Math 1 - 28 Math				X				18
21184(314) Honors Integrated Math 3 - 32 Math					X			2
21112(817) Introduction to Computer Science - 32 Computer Science						X		8
AVERAGE								41
21304(977) Integrated Math 3 Support - 32 Math	X							
21197(309) Integrated Math 3 - 32 Math		X						
21183(317) Honors Integrated Math 2 - 32 Math			X					24
21182(317) Honors Integrated Math 2 - 32 Math				X				20
21196(309) Integrated Math 3 - 32 Math					X			
21198(309) Integrated Math 3 - 32 Math							X	

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
AVERAGE								
								44
21283(500) French 1 - 32 World Language		X						22
21297(816) English Language Development - 32				X				1
21284(500) French 1 - 32 World Language					X			17
21285(502) French 2 - 32 World Language						X		
21281(506) AP French Language and Culture - 32 World Language							X	
21286(503) French 3 - 32 World Language							X	
AVERAGE								
								40
21148(100) English 1 - 24 English		X						24

Section	Periods							9
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	
21142(155) AP English Literature - 32 English			X					
21159(140) Honors English 1 - 32 English					X			26
21147(100) English 1 - 24 English						X		24
21149(100) English 1 - 24 English							X	20
AVERAGE								94
21194(308) Integrated Math 2 - 28 Math	X							1
21305(975) Integrated Math 1 Support - 32 Math			X					
21193(308) Integrated Math 2 - 28 Math				X				
21187(307) Integrated Math 1 - 28 Math					X			26
21186(307) Integrated Math 1 - 28 Math						X		24
21185(307) Integrated Math 1 - 28 Math							X	24
AVERAGE								75
21263(205) World Geography - 26 Social Science	X							24
21260(205) World Geography - 26 Social Science		X						26
21255(210) U.S. History - 32 Social Science			X					
21261(205) World Geography - 26 Social Science				X				26
21262(205) World Geography - 26 Social Science						X		25
AVERAGE								101
DEPARTMENT AVERAGE								
AVERAGE ENGLISH = 23								
AVERAGE MATH = 21								
AVERAGE PE = 32								
AVERAGE SCIENCE = 22								
AVERAGE SOCIAL SCIENCE = 25								
AVERAGE ELECTIVES = 18								

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

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

SUBJECT: Future Agenda Items

DATE: May 6, 2021

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 May 6, 2021 Regular Board Meeting:

- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added April 1, 2021: Board requested a review of the nondiscrimination policy (June 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)