

*****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 7, 2020 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

*Debbie Crandell, President
Cristy Dawson, Clerk
John Paff
Brian Swanson
Jon Walton
Adrian Clark, Student Rep*

DATE: Thursday, May 7, 2020

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

LOCATION: 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: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

II. CLOSED SESSION

A. Identify Closed Session Topics

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

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, 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 2019-20 [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. Continue Superintendent 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 2019-20 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)]
3. Continue Superintendent 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 23, 2020 Board Meeting 6
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #16 14
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #16.
- C. Acceptance of Donations 16
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- D. Cash Receipts Report No. 4 17
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- E. Revolving Cash Report No. 3 20
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- F. Contract for Services with Independent Audio of the Monterey Peninsula (IAMP) at Pacific Grove High School 22
Recommendation: (Matt Bell, Principal, Pacific Grove High School) The District Administration recommends the Board review and approve the contract for services with Independent Audio of the Monterey Peninsula (IAMP) at Pacific Grove High School for replacement of the sound system in the stadium.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

VII. ACTION/DISCUSSION

- A. Waiver of Board Policy 6142.4 Community Service Hours for Promotion 25
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the request to waive Board Policy 6142.4, the community service requirement 16 hours for promotion, for 8th grade Pacific Grove Middle School students promoting to high school in the fall of 2020.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- B. Pacific Grove Unified School District Governance Handbook 26
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the Pacific Grove Unified School District Governance Handbook.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- C. Adoption of Resolution No. 1053 Designating Authorized Agents to Sign School Orders 53
Recommendation: (Ralph Gómez Porras, Superintendent; Song Chin-Bendib, Assistant Superintendent for Business Services) The Administration recommends that the Board of Education adopt Resolution No. 1053 designating authorized agents to sign school orders.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- D. Chromebook Fleet Replacement 55
Recommendation: (Jonathan Mejia, Technology Systems Coordinator) The District Administration recommends the Board review and approve the purchase of a new Chromebook fleet for Pacific Grove Unified School District.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

- E. Transportation Staffing for 2020-21 64
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the transportation staffing recommendations and change of fees for field trips and athletics for 2020-21.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

F. Board Calendar/Future Meetings

74

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: Crandell ___ Dawson ___ Paff ___ Swanson ___ Walton ___

VIII. INFORMATION/DISCUSSION

A. District Update on Response to COVID-19

78

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

Board Direction: _____

B. Future Agenda Items

79

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.

- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)

Board Direction: _____

IX. ADJOURNMENT

Next regular Board meeting: May 21, 2020 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 23, 2020 – District Office

I. OPENED BUSINESS

- A. Called to Order 5:33 p.m.

- B. Roll Call

	President:	Trustee Crandell
	Clerk:	Trustee Dawson
Trustees Present:		Trustee Paff
		Trustee Swanson
		Trustee Walton
Administration Present:		Superintendent Porras
		Asst. Superintendent Chin-Bendib
Board Recorder:		Mandi Ackerman
Student Board Member:		Adrian Clark

C. Adopted Agenda

MOTION Dawson/Swanson to adopt agenda as presented.
Public comment: none
Motion CARRIED by roll call vote 4 – 0
Trustee Paff was unable to vote due to a technology issue.

II. CLOSED SESSION

- A. Identified Closed Session Topics
 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, 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 2019-20 [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. Begin Superintendent Evaluation

- B. Public comment on Closed Session Topics
None.

- C. Adjourned to Closed Session 5:36 p.m.

III. RECONVENED IN OPEN SESSION 6:31 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)]

The Board received information regarding this item.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)]

The Board received information regarding this item.

3. Begin Superintendent Evaluation

The Board discussed this item.

B. Pledge of Allegiance

Led By: Trustee Crandell

IV. COMMUNICATIONS

A. Written Communication

Written communication includes emails regarding staffing; report cards; thank you's for meal distribution; updates regarding COVID-19; tech issues for Kindergarten; reimbursements for COVID-19.

B. Board Member Comments

Trustee Crandell acknowledged how hard this time is during COVID-19; hoped everyone is well; and appreciated the fun and happy videos from staff.

Trustee Dawson mirrored Trustee Crandell's comments, enjoyed the staff videos; enjoyed the *Ish* book reading by Director of Curriculum and Special Projects Ani Silva; said people are working in such stressful times and rising to the occasion.

Pacific Grove High School Student Representative Adrian Clark provided an update on the leadership class efforts to raise moral of students; said students are tired; spoke about a possible graduation parade, they are working with Pacific Grove Police Department.

Trustee Swanson thanked everyone, said this is a really hard time and everyone is doing a great job; suggested a Spotify game.

C. Superintendent Report

Superintendent Porras expressed gratitude to the entire community.

D. PGUSD Staff Comments (Non Agenda Items)

Director of Nutrition Stephanie Lip thanked Administrators, District staff for their help with meal distribution; thanked the food service team for preparing meals; noted they are school food heroes; May 1st is Nation School Lunch Hero Day.

Robert Down Elementary School Kindergarten Teacher Erica Chavez thanked Food Service and Clerk Summer Coe for the handmade masks for employees.

Pacific Grove High School Leadership Teacher Larry Haggquist shared that staff is working with the Pacific Grove Police Department in hopes of having a parade for graduating seniors.

Pacific Grove High School Principal Matt Bell thanked Pacific Grove High School Administrative Assistant and Account Clerk Felicia Afifi for working with auditors this past week and for her work with ASB and sports programs.

Assistant Superintendent Song Chin-Bendib thanked Director Lip, the food service team and the Administrators.

Pacific Grove Middle School Principal Sean Roach thanked Pacific Grove Middle School Clerk Robin Cochran for the assistance in completing the audit.

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

Parent Rob Cole thanked Director of Student Services Clare Davies and the Special Education team.

Sara Chavez thanked Director Lip and the food service team for meal distribution.

Pacific Grove High School Teacher Kim Shurtz shared that the recent geography book that was adopted by the Board is now available in a 2020 version, which the District will be purchasing.

VI. **CONSENT AGENDA**

- A. Minutes of April 2, 2020 Board Meeting
- B. Certificated Assignment Order #15
- C. Warrant Schedules No. 618
- D. Forest Grove Elementary School Site Handbook
- E. Robert Down Elementary School Site Handbook
- F. Pacific Grove Middle School Site Handbook
- G. Pacific Grove High School Site Handbook
- H. Pacific Grove Community High School Site Handbook
- I. Pacific Grove Adult Education Site Handbook

Trustee Dawson acknowledged the Pacific Grove Middle School hand book was redone and looks spectacular, very impressive; noted some sites need to correct a few items throughout their handbooks.

Trustee Paff appreciated the opening letters in the handbooks and the positive changes to all the handbooks.

Trustee Walton noted the handbooks look better every year.

MOTION Paff/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

VII. ACTION/DISCUSSION

A. Waiver of Board Policy 6142.4 Community Service Hours for Graduation

MOTION Crandell/Paff to approve the waiver of Board Policy 6142.4 Community Service Hours for Graduation.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

B. Approval of Bond Oversight Committee Members

Assistant Superintendent Song Chin-Bendib presented information to the Board. The Board discussed and asked questions.

MOTION Dawson/Swanson to approve the Bond Oversight Committee Members.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

C. Resolution No. 1048 “Teacher Appreciation Week” and “California Day of the Teacher”

Director of Human Resources Billie Mankey presented information to the Board. The Board expressed appreciation for the teachers.

MOTION Dawson/Crandell to approve the Resolution No. 1048 “Teacher Appreciation Week” and “California Day of the Teacher”.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

D. Resolution No. 1049 Classified School Employee Week

Director of Human Resources Billie Mankey presented information to the Board. The Board expressed appreciation for the CSEA staff.

Public comment:

The following people expressed gratitude to staff: Sean Boulware; Assistant Superintendent Chin-Bendib; Superintendent Porras; Teacher Shurtz; Principal Keller; Principal Bell.

MOTION Crandell/Paff to approve Resolution No. 1049 Classified School Employee Week.

Motion CARRIED by roll call vote 5 – 0

E. Resolution No. 1050 to Approve Cal OES 130 – Designation of Applicant’s Agent

Director of Facilities and Transportation Matt Kelly presented information to the Board. The Board discussed this item and asked questions.

MOTION Dawson/Crandell to approve Resolution No. 1050 to Approve Cal OES 130 – Designation of Applicant’s Agent.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

F. Resolution #1051 Certifying to the Board of Supervisors of Monterey County All Proceedings in the March 3, 2020 General Obligation Bond Election

Assistant Superintendent Chin-Bendib presented information to the Board.

Trustee Paff thanked the voters for trusting the District.

MOTION Crandell/Paff to approve Resolution #1051 Certifying to the Board of Supervisors of Monterey County All Proceedings in the March 3, 2020 General Obligation Bond Election.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

G. Resolution #1052 Adopting Bylaws Governing the Measure D Citizens Oversight Committee

MOTION Paff/Dawson to approve Resolution #1052 Adopting Bylaws Governing the Measure D Citizens Oversight Committee.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

H. Approval of Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures

Director of Human Resources Billie Mankey presented information to the Board. The Board expressed appreciation for the PGTA.

Public comment:

Forest Grove Elementary School Teacher Shannon McCarty thanked the Administration for working on the MOU.

MOTION Crandell/Paff to approve the Memorandum of Understanding with Pacific Grove Teachers Association Regarding School Closures.

Motion CARRIED by roll call vote 5 – 0

I. Approval of Memorandum of Understanding with California School Employees Association Regarding School Closures

Superintendent Porras presented information to the Board. The Board expressed appreciation for the CSEA.

MOTION Dawson/Paff to approve the Memorandum of Understanding with California School Employees Association Regarding School Closures.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

J. Contract for Services with Monterey Peninsula Unified School District Nutrition Services for Spring Break Meals

Superintendent Porras presented information to the Board.

Public comment:

Teacher Hetal Patel thanked the District for providing meals during Spring Break.

MOTION Dawson/Swanson to approve the contract for services with Monterey Peninsula Unified School District Nutrition Services for Spring Break Meals.

Motion CARRIED by roll call vote 5 – 0

K. Board Calendar/Future Meetings

Superintendent Porras noted there are two Board meetings in December.

MOTION Crandell/Swanson to approve the Board meeting calendar.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

VIII. INFORMATION/DISCUSSION

A. District Update on Response to COVID-19

Superintendent Porras provided an update on COVID-19 including the daily updates provided by the District to families and staff; noted there is a lot going on at the state level; said Monterey County Office of Education has a COVID-19 link available to the public; spoke about the Governor leading response and direction for schools; said there were a lot of unknowns regarding the Fall; expressed appreciation to the PG community and voters for approving Measure A which has allowed the District to support students and families; thanked the food service team, sharing the importance of serving families meals during this challenging time; thanked the Board for their support.

The Board thanked everyone for the hard work.

Public comment:

Robert Down Elementary School Kindergarten Teacher Erica Chavez requested Measure A funds to purchase additional tech needs. Superintendent Porras noted the District received the request from Robert Down Elementary School kindergarten teachers and said the District was working on a response. Chavez asked the District to stop building

walls and to build bridges; said it was time to prepare.

Forest Grove Elementary School Principal Buck Roggeman thanked the PG community and parents for the ballot support. Roggeman also noted concerns over kindergarten screen time.

Pacific Grove High School Assistant Principal Shane Steinback thanked all staff at all the sites.

Parent Laurel thanked the District for the consistent communication, and appreciated all the hard work.

Teacher Kari Serpa thanked Trustee Walton; said backwards mapping has never been more necessary.

B. Future Agenda Items

- Board requested transportation review and fees (May 7, 2020)
- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested celebration event for individuals that raised money or donated money for PGUSD (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)

Superintendent Porras noted the retiree celebration, employee recognition and the celebration for individuals that raised money or donated money to PGUSD cannot happen as planned due to social distancing and shelter in place.

The Board briefly discussed reflecting on current situation in order to prepare for the next school year. Superintendent Porras addressed that conversations were happening and are on the Administrators radar.

Public comment:

Kathleen noted the ipad tech request and said not everyone has internet access; the District needs to be aware that not all families have access to tech; and that there is an income divide in the District and that all families should have equal access.

Mira thanked everyone for everything they are doing.

Parent Carolyn Swanson thanked the District; noted high risk students likely will be unable to return to school until there is a vaccine.

The Board thanked the 54 members of the public that joined the meeting virtually.

IX. ADJOURNED

8:07 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

- Consent
- Information/Discussion
- Action/Discussion

SUBJECT: Certificated Assignment Order #16

DATE: May 7, 2020

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #16.

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. 16
 May 7, 2020**

VOLUNTARY/INVOLUNTARY TRANSFER:

Steve Ibrahim, RDE, Teacher, 1.0 FTE, voluntary grade level transfer from 3rd Grade to 4th Grade, effective August 3, 2020 need based on enrollment and replaces Juliana Dacuyan

Christina Luciano, RDE Teacher, 1.0 FTE, involuntary grade level transfer from 1st Grade to 2nd Grade, need based on enrollment, effective August 3, 2020

2020 SUMMER SCHOOL STAFFING, June 4, 2020 through June 31, 2020

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HOURS</u>	<u>FUNDING</u>
Clare Davies	Principal		Stipend, \$4,000, GF
Brad Woodyard	High School Credit Recovery	3.75 hrs./day	PGTA Hourly Instructional Rate, per timesheet, GF
Maryn Sanchez	Middle/High School Credit Recovery	3.75 hrs./day	PGTA Hourly Instructional Rate, per timesheet, GF

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

SUBJECT: Acceptance of Donations

DATE: May 7, 2020

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

FG PTA

\$50,000 (playground project)

Robert H. Down Elementary School

None

Pacific Grove Middle School

PGMS PTA

\$2,000 (sports equipment & uniforms)

Pacific Grove High School ASB

None

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

Anonymous

\$200 (food service breakfast program)

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

SUBJECT: Cash Receipts Report No. 4

DATE: May 7, 2020

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of January 31, 2020 through April 22, 2020.

INFORMATION:

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

PGUSD
BOARD REPORT # 4

January 31, 2020 - April 22, 2020

Date	Num	Name	Account	Amount
Jan 31 - Apr 22, 20				
02/06/2020	20189	ADULT EDUCATION	ADULT EDUCATION	883.00
02/06/2020	20190	STATE OF CALIFORNIA	SP ED	4,904.33
02/06/2020	20191	BUS PASS	BUS PASS	80.00
02/06/2020	20192	STATE OF CALIFORNIA	PRESCHOOL	2,471.00
02/06/2020	20193	PGMS	FIELD TRIP	570.00
02/06/2020	20194	PGMS	FIELD TRIP	1,265.00
02/06/2020	20195	Robert Down Elementary	DONATION	40.00
02/06/2020	20196	RETIREE INSURANCE	RETIREE INSURANCE	6,401.00
02/13/2020	20197	BASRP-FG	BASRP	15,656.00
02/13/2020	20198	BASRP-RD	BASRP	13,675.00
02/14/2020	20199	ROP	Class Fees	200.00
02/14/2020	20200	ROP	Class Fees	500.00
02/14/2020	20201	PGMS	FIELD TRIP	845.00
02/14/2020	20202	STATE OF CALIFORNIA	CAFETERIA	1,207.10
02/14/2020	20203	PGMS	FIELD TRIP	500.00
02/14/2020	20204	PGHS	DONATION	15.79
02/14/2020	20205	ONEder	REFUND	148.00
02/14/2020	20206	Fingerprinting	Fingerprint Fees	2,430.00
02/14/2020	20207	ADULT EDUCATION	ADULT EDUCATION	3,727.00
02/14/2020	20208	RETIREE INSURANCE	RETIREE INSURANCE	5,013.58
02/14/2020	20209	BASRP-FG	BASRP	684.00
02/14/2020	20210	BASRP-RD	BASRP	1,432.00
02/14/2020	20211	STATE OF CALIFORNIA	CAFETERIA	17,671.60
02/14/2020	20212	ROP	Class Fees	150.00
02/14/2020	20213	PGMS	FIELD TRIP	315.00
02/14/2020	20214	PGMS	FIELD TRIP	475.00
02/14/2020	20215	PGMS PTA	DONATION	558.91
02/14/2020	20216	PGMS ASB	PAYROLL	2,546.76
02/14/2020	20217	ADULT EDUCATION	ADULT EDUCATION	52,832.56
02/20/2020	20218	CAFETERIA	CREDIT CARD SALES	58,371.40
03/03/2020	20219	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
03/03/2020	20220	STATE OF CALIFORNIA	CAFETERIA	14,775.95
03/03/2020	20221	STATE OF CALIFORNIA	CAFETERIA	1,001.72
03/03/2020	20222	STATE OF CALIFORNIA	SP ED	1,953.51
03/03/2020	20223	PGMS	FIELD TRIP	1,530.00
03/03/2020	20224	BASRP-RD	BASRP	503.00
03/03/2020	20225	BASRP-FG	BASRP	259.50
03/03/2020	20226	RETIREE INSURANCE	RETIREE INSURANCE	1,903.44
03/03/2020	20227	MOMA	TRANSPORTATION	897.50
03/03/2020	20228	MPC	PAYROLL	4,127.60
03/03/2020	20229	MPC	PAYROLL	6,697.32
03/03/2020	20230	Intercare Holding Insurance	WORKERSCOMP	1,033.82
03/03/2020	20231	Intercare Holding Insurance	WORKERSCOMP	1,033.82
03/03/2020	20232	Maria Rivera	INS PAYMENT	300.00
03/03/2020	20233	Fran Castorina	INS PAYMENT	264.15
03/03/2020	20234	Robert Down Elementary	REBATE	193.00
03/03/2020	20235	Facilitron	custodial	44.00
03/03/2020	20236	Ecology Action of Santa Cruz	REBATE	10,197.68
03/03/2020	20237	STATE OF CALIFORNIA	PRESCHOOL	5,881.00
03/03/2020	20238	STATE OF CALIFORNIA	SP ED	1,382.45
03/03/2020	20239	PGMS	FIELD TRIP	580.00
03/03/2020	20240	TEXTBOOKS	TEXT BOOK FEES	10.00
03/03/2020	20241	PGMS	FIELD TRIP	320.00
03/03/2020	20242	PGMS	FIELD TRIP	285.00
03/03/2020	20243	Robert Down Elementary	DONATION	40.00
03/03/2020	20244	Robert Down Elementary	DONATION	70.00
03/03/2020	20245	ADULT EDUCATION	ADULT EDUCATION	2,872.50
03/03/2020	20246	ADULT EDUCATION	ADULT EDUCATION	3,700.00
03/04/2020	20247	ADULT EDUCATION	ADULT EDUCATION	5,755.57
03/09/2020	20248	BASRP-RD	BASRP	12,680.25
03/09/2020	20249	BASRP-FG	BASRP	16,481.00
03/09/2020	20250	ADULT EDUCATION	ADULT EDUCATION	252.45

Date	Num	Name	Account	Amount
03/09/2020	20251	CAFETERIA	CAFETERIA	28,136.56
03/17/2020	20252	RETIREE INSURANCE	RETIREE INSURANCE	6,914.24
03/17/2020	20253	STATE OF CALIFORNIA	SP ED	3,558.92
03/17/2020	20254	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
03/17/2020	20255	Institute for Teaching	PAYROLL	163.96
03/17/2020	20256	Hetal Patel	TRANSPORTATION	42.50
03/17/2020	20257	ROP	Class Fees	50.00
03/17/2020	20258	ROP	Class Fees	55.00
03/17/2020	20259	ROP	Class Fees	250.00
03/17/2020	20260	Fran Castorina	INS PAYMENT	264.15
03/17/2020	20261	Maria Rivera	INS PAYMENT	300.00
03/17/2020	20262	PGMS ASB	CAFETERIA	9.00
03/17/2020	20263	PGMS ASB	CAFETERIA	36.00
03/17/2020	20264	ADULT EDUCATION	ADULT EDUCATION	1,900.00
03/17/2020	20265	BASRP-FG	BASRP	675.00
03/17/2020	20266	BASRP-RD	BASRP	1,925.50
04/15/2020	20267	ASE - After School Enrichment	Class Fees	920.00
04/15/2020	20268	Intercare Holding Insurance	WORKERSCOMP	2,584.55
04/15/2020	20269	Intercare Holding Insurance	WORKERSCOMP	1,033.82
04/15/2020	20270	MISC	DONATION	200.00
04/15/2020	20271	STATE OF CALIFORNIA	CAFETERIA	1,268.96
04/15/2020	20272	STATE OF CALIFORNIA	CAFETERIA	18,821.32
04/15/2020	20273	STATE OF CALIFORNIA	PRESCHOOL	9,282.00
04/15/2020	20274	Intercare Holding Insurance	WORKERSCOMP	1,031.60
04/15/2020	20275	Intercare Holding Insurance	WORKERSCOMP	2,579.00
04/15/2020	20276	Ecology Action of Santa Cruz	REBATE	2,799.44
04/15/2020	20277	Facilitron	SPECIAL RESERVE	61.60
04/15/2020	20278	STATE OF CALIFORNIA	SP ED	3,052.86
04/15/2020	20279	Intercare Holding Insurance	WORKERSCOMP	1,033.82
04/15/2020	20280	Intercare Holding Insurance	WORKERSCOMP	1,033.82
04/15/2020	20281	ADULT EDUCATION	ADULT EDUCATION	3,543.00
04/15/2020	20282	ADULT EDUCATION	ADULT EDUCATION	8,161.25
04/15/2020	20283	ADULT EDUCATION	ADULT EDUCATION	33,973.99
04/15/2020	20284	RETIREE INSURANCE	RETIREE INSURANCE	3,936.02
04/20/2020	20285	BASRP-FG	BASRP	14,709.00
04/20/2020	20286	BASRP-RD	BASRP	10,504.50
04/20/2020	20287	CAFETERIA	CAFETERIA	19,355.20
04/22/2020	20288	RETIREE INSURANCE	RETIREE INSURANCE	4,955.00
04/22/2020	20289	PGMS PTA	DONATION	2,000.00
04/22/2020	20290	Forest Grove PTA	DONATION	50,000.00
04/22/2020	20291	Monterey State Historic Park	TRANSPORTATION	172.50
Jan 31 - Apr 22, 20				571,538.24

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

SUBJECT: Revolving Cash Report No. 3

DATE: May 7, 2020

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from January 31, 2020 through April 22, 2020.

INFORMATION:

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

PGUSD REVOLVING CASH
BOARD REPORT # 3
January 31, 2020 - April 22, 2020

Date	Num	Name	Account	Amount
Jan 31 - Apr 22, 20				
01/31/2020		ANALYSIS CHARGE	BANK FEE	-198.02
02/13/2020	R	Andre Benard	TEXT BOOK FEES	12.00
02/29/2020		ANALYSIS CHARGE	BANK FEE	-366.64
03/04/2020	5477	Eleanor Avila	ADULT EDUCATION	-40.00
03/04/2020	5478	Wendy Hendricks	CAFETERIA	-33.25
03/04/2020	5479	Machell Sterbick	TEXT BOOK FEES	-10.00
03/04/2020	5480	Maher Alkalaf	TEXT BOOK FEES	-7.00
03/04/2020	5481	Rocio Centurion	ADULT EDUCATION	-42.50
03/04/2020	5482	Mandy Salm	ADULT EDUCATION	-22.50
03/04/2020	5483	Natalie MacDonald	FIELD TRIP	-65.00
03/17/2020	5484	Alyce Avenell	ADULT EDUCATION	-600.00
03/17/2020	5485	Amanda Moody	ADULT EDUCATION	-500.00
03/17/2020	5486	Elizabeth Rickels	CAFETERIA	-30.00
03/17/2020	5487	Heather Summers	ADULT EDUCATION	-65.00
03/17/2020	5488	Nancy Melton	ADULT EDUCATION	-80.00
03/17/2020	5489	Andrea Hamrick	ADULT EDUCATION	-65.00
03/20/2020		ANALYSIS CHARGE	none	-190.74
03/20/2020	5490	Deborah Porzig	CAFETERIA	-76.25
03/27/2020		DEPOSIT	none	4,104.94
04/15/2020	5491	Miyuki Sugimoto	CAFETERIA	-147.00
Jan 31 - Apr 22, 20				<u>1,578.04</u>

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

SUBJECT: Contract for Services with Independent Audio of the Monterey Peninsula (IAMP) at Pacific Grove High School

DATE: May 7, 2020

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Independent Audio of the Monterey Peninsula (IAMP) at Pacific Grove High School for replacement of the sound system in the stadium.

BACKGROUND:

The system is nearly 15 years old and was salvaged from the stadium prior to Measure D renovations. The system was working only intermittently over the past year until it finally failed. We used a portable system for last year’s graduation as well as for all football games this year. We have asked to work with IAMP because they have done previous work on our Student Union sound system and we were satisfied with their work. Thus, we have not asked any other vendors for bids for this job. The total project for phase one is \$9886.49. The project cost for phase two is \$2813.21.

INFORMATION:

IAMP has proposed a two part quote for the replacement of the system. The first phase will replace all of the amplifiers, sequencers, troubleshoot wiring issues and create a backbone for future improvements. The second phase will replace receivers, transmitters, antennas, and interconnecting cables. IAMP is the local company that we have hired to do many audio updates throughout the district for many years and they are familiar with all district sound systems. This will happen between May 8 and June 5, 2020.

FISCAL IMPACT:

Phase one:
 PG Pride grant of \$6,000 with the balance coming from Fund 01 site admin account.
 PGHS site admin account \$2813.21.

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

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

1. Scope of Service:

To provide : Repairs on the PGHS stadium speaker system June 30, 2020.

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

The stadium speaker system will be repaired and fully functional.

3. Length of the Contract:

Service is to be provided on the following date(s):
June 30, 2020.

4. Financial Consideration:

Consultant to be paid at the rate of:

\$9886.49 flat rate (\$ per hr/day/other)

for 8 hours May 8, 2020 - June 5, 2020 (hours/days/other)

School Funding Source: PG Pride US Open Account

Account Code: 01-0000-0-1110-2700-4300-00-006-7205-0720 and 01-9011-0-

1110-1000-4300-00-006-5995-0720

Consultant (Please print) IAMP Professional Audio- Anthony Nocita

Address 218 Reindollar Ave #6A, Marina, CA 93933 Phone 831-884-9558

Signed Date Email iamp-pro-audio@comcast.net

District Employee Independent Consultant

Signed Date

Site/Program Administrator (Check appropriate box below)

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

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

Attached Criteria Page (REQUIRED) identifies reason.

Signed Date

Director of Human Resources

Signed Date

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

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

SUBJECT: Waiver of Board Policy 6142.4 Community Service Hours for Promotion

DATE: May 7, 2020

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the request to waive Board Policy 6142.4, the community service requirement 16 hours for promotion, for 8th grade Pacific Grove Middle School students promoting to high school in the fall of 2020.

BACKGROUND:

We currently have several 8th graders at Pacific Grove Middle School having not yet completed the full 16 hours for community service in order to promote. Of these, all completed over half of the service requirement prior to the shelter in place order.

INFORMATION:

Given the current situation with the COVID-19 pandemic and guidelines around social distancing, as well as the closure of many non-essential institutions, it is the opinion of the Pacific Grove Middle School administration that it would be negligent in requiring these students to complete their community service hours in order to promote to Pacific Grove High School in the fall of 2020. Adhering to hold harmless practices, and the shelter in place orders, we strongly believe that we should waive the requirements for the current promoting 8th grade class of 2020. This would only waive the community service requirement for this year's promoting 8th grade class.

FISCAL IMPACT:

None.

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

SUBJECT: Pacific Grove Unified School District Governance Handbook

DATE: May 7, 2020

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review 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 2018 and requested it be approved annually.

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.

FISCAL IMPACT:

None.



Pacific Grove Unified School District Governance Handbook 2020

Board of Trustees

Debbie Crandell, President

Cristy Dawson, Clerk

John Paff, Member

Brian Swanson, Member

Jon Walton, Member

Superintendent

Dr. Ralph Gomez Porras

Table of Contents

PREAMBLE.....	3
OUR PUBLIC SERVICE	4
Responsible, Effective Governance	4
OUR COMMITMENTS AND OBLIGATIONS.....	4
Unity of Purpose	4
Our Governance Team’s Unity of Purpose	4
Governance Role and Responsibilities	4
Limits of Board Member Authority.....	5
Being a High-Caliber Governance Team	6
OUR NORMS	
In the Day-to-Day	
Accountability	6
Competence and Judiciousness	6
Ethics and Integrity	7
Solidarity	7
How the Board Communicates	8
Support, Respect, and Consideration	8
During Board Meetings.....	8
OUR PROTOCOLS	
Gatherings and Communications.....	9
Agenda Preparation and Distribution	10
Board Meeting Preparation and Attendance	10
Planning Special Board Meetings.....	10
Voting and Board Actions	11
The Role of the Board President.....	11
Requests for Information.....	10
New Ideas.....	11
Visiting Schools	12
Handling Complaints or Concerns from the Public and Staff	12
Media Relations	13
Official Board Correspondence	13
Vacancies on the Board of Trustees	13
Orientation for School Board Candidates	13
Welcoming New Members to the Board	14
Avoiding Improprieties and Appearances Thereof.....	14
OUR COMPACT	
Agreement and Signatures	15
APPENDIX.....	16

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 _____, 2019

Debbie Crandell, Board President

Cristy Dawson, Board Clerk

John Paff, Board Member

Brian Swanson, Board Member

Jon Walton, 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

1. Faithfully implement the PGUSD's 2014-2017 Strategic Action Plan in order to accelerate learning for all students. Focus chiefly on the four foundational pillars of the District's "educational house."

Pillar 1: Equitable access to rigorous, effective instruction

Pillar 2: Effective teachers, leaders, and staff

Pillar 3: Safe climate and strong relationships with families and community

Pillar 4: Data-driven continuous improvement

2. Execute with fidelity the PGUSD's annual Local Control Accountability Plan.
3. Increase students' use of technology in the classroom in order to enrich their learning and better prepare them for 21st century demands.
4. Continue to develop administrative controls and written departmental procedures so that the work of the District may be accomplished more effectively and efficiently.
5. Exercise fiscal responsibility by aligning financial decisions with District priorities and by maintaining legally required reserves.

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: Boardmanship, 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

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

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

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

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

SUBJECT: Adoption of Resolution No. 1053 Designating Authorized Agents to Sign School Orders

DATE: May 7, 2020

PERSON RESPONSIBLE: Ralph Gómez Porras, Superintendent;
Song Chin-Bendib, Assistant Superintendent

RECOMMENDATION:

The Administration recommends that the Board of Education adopt Resolution No. 1053 designating authorized agents to sign school orders.

BACKGROUND:

Each year, the Board must authorize the signatures needed to sign orders and draw on funds in the name of the District. This resolution is typically passed in December annually, however due to the District need in arranging summer schedules due to COVID operations, the District needs to add Director of Human Resources Billie Mankey as an authorized signer.

INFORMATION:

The attached Resolution will authorize Superintendent Ralph Gomez Porras, Assistant Superintendent Song Chin Bendib, and Director of Human Resources Billie Mankey to be empowered to sign all orders in the name of the District and to draw on funds of the District. The approval will enable the District to continue its normal business functions. The requested authority is noted in the job descriptions of the Superintendent and the Assistant Superintendent.

FISCAL IMPACT:

None.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1053

Resolution Designating Authorized Agent to Sign School Orders

The Board of Education of the Pacific Grove Unified School District, Monterey County
ON MOTION of member, _____, seconded by member _____, effective May 7, 2020.

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to provisions
of Education Code Section 42632,

Ralph Gómez Porras, Superintendent, Song Chin-Bendib, Assistant Superintendent, and
Billie Mankey, Director of Human Resources, be authorized and are hereby empowered to sign any and all
orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that these motions shall stand and that all additions and
deletions shall be submitted in writing to the County Office of Education.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School
District this 7th day of May 2020 by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the
foregoing is a full, true, and correct copy of Resolution No. 1053 duly passed and adopted by said Board at
a regularly called and conducted meeting held on said date.

Ralph Gómez Porras, Secretary of the Governing Board

Signatures of authorized persons:

Ralph Gómez Porras, Superintendent

Song Chin-Bendib, Assistant Superintendent

Billie Mankey, Director of Human Resources

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Chromebook Fleet Replacement

DATE: May 7, 2020

PERSON(S) RESPONSIBLE: Jonathan Mejia, Technology Systems Coordinator

RECOMMENDATION:

The District Administration recommends the Board review and approve the purchase of a new Chromebook fleet for Pacific Grove Unified School District.

BACKGROUND:

The current fleet has reached end of auto-update life from Google. This occurred in October of 2019. Although there is no state testing this year, the following year the secure browser will more than likely not be compatible with the existing fleet. Because of COVID-19 the District has issued 400+ Chromebooks to students/families who responded to the tech survey. At this point it is not fiscally sound to continue to spend funds in repairing these outdated models. Administration has been recommending to renew the fleet.

INFORMATION:

After reaching out and securing various quotes and models (2nd Gear, SHI, Acer and Dell) the Administration recommends the District purchase through Dell Direct. COVID-19 has created a lot of demand for devices for distanced learning. Prices have skyrocketed for Chromebooks, up to \$360+ per device. We have a committed price of \$265 per device (including licensing) for a sum of 2,000 devices through Dell Direct with white glove and four-year pro support. White glove services include asset tagging, google domain enrollment and delivery to the specific sites. These Chromebooks would also be supported by Google throughout 2026, which is the longest support period afforded by Dell.

Dell has also offered these options:

- Financing options at the rate of 0.3 for 36 months, or 0.2 for 60 months;
- There will be no penalty for paying this off early;
- The district also has the choice to pay an amount upfront and then finance the remaining balance;
- Dell is also allowing deferment of the payment until end of August, 2020 or later if needed.

FISCAL IMPACT:

For 2,000 Chromebook devices, Dell has quoted PGUSD \$240 +\$25 =\$265 per device (\$25 is for Google licensing). The quote total is \$570,054.12.

Approximately \$105,000 will be paid by the one-time COVID 19 stimulus funds; \$157,000 from the e-rate reimbursement. Payments can be structured through Measure A (Technology Bond) as follows.

Option 1:

For 36 months there would be a total of 3 annual payments of \$198,704.56 per year. Total payment is \$596,113.68 including \$26,059.56 interest costs.

There are two payments of Measure A funds per year, at \$99,352.28 *each*, which can be dedicated to this Chromebook fleet replacement.

Option 2:

For 60 months there would be a total 5 annual payments of \$123,624.79. Total payment is \$618,123.95 including \$48,069.83 interest costs.

There are two payments of Measure A funds per year, at \$61,812.40 *each*, which can be dedicated to this Chromebook fleet replacement.

With either option PGUSD can funnel the \$105,000 from the COVID-19 Stimulus fund, along with the approximate \$157,000 E-rate reimbursement when it becomes available to shorten the terms of the financing; or if these funds become available sooner pay \$262,000 (E-rate reimbursement and COVID-19 stimulus fund) upfront and finance the remaining \$308,054.12 which will cost less in interest cost on the Technology Bond. In order to maintain the allocation per year of Education Technology Bond, it is recommended that Option 2 is the preferred option.



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000057784948.14	Sales Rep	Maggie Swinarski
Total	\$570,054.12	Phone	(800) 456-3355, 7250088
Customer #	14137239	Email	Maggie_Swinarski@Dell.com
Quoted On	Apr. 14, 2020	Billing To	ACCOUNTS PAYABLE
Expires by	May. 14, 2020		PACIFIC GROVE USD
Deal ID	19248914		435 HILLCREST AVE
			PACIFIC GROVE, CA 93950-4900

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Maggie Swinarski

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE PACIFIC GROVE USD 435 HILLCREST AVE PACIFIC GROVE, CA 93950-4900 (831) 646-6520	VALS Delivery

Product	Unit Price	Qty	Subtotal
SI# C4MT01 Chromebook 11 3100	\$240.00	2000	\$480,000.00
Chrome Education	\$25.27	2000	\$50,540.00

ACTION/DISCUSSION D

Subtotal:	\$530,540.00
Shipping:	\$0.00
Environmental Fee:	\$8,000.00
Non-Taxable Amount:	\$178,380.00
Taxable Amount:	\$360,160.00
Estimated Tax:	\$31,514.12
<hr/>	
Total:	\$570,054.12

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To	Shipping Method
ACCOUNTS PAYABLE PACIFIC GROVE USD 435 HILLCREST AVE PACIFIC GROVE, CA 93950-4900 (831) 646-6520	VALS Delivery

		Qty	Subtotal
SI# C4MT01 Chromebook 11 3100	\$240.00	2000	\$480,000.00

Estimated delivery if purchased today:
Jun. 19, 2020
Contract # C000000181156
Customer Agreement # MNWNC-108/7157034003

Description	SKU	Unit Price	Qty	Subtotal
Dell Chromebook 3100	210-ARJL	-	2000	-
Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W) 2 USB Type-C, 2 USB 3.1	329-BEBF	-	2000	-
4GB 2400MHz LPDDR4 Non-ECC	370-ADZI	-	2000	-
32GB eMMC Hard Drive	400-AWCZ	-	2000	-
11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable	391-BDXY	-	2000	-
US English Keyboard, non-backlit	580-AHRW	-	2000	-
No Mouse	570-AADK	-	2000	-
Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	555-BEVK	-	2000	-
Label 0X02	389-DPUI	-	2000	-
Primary 3-Cell 42Whr Battery	451-BCNK	-	2000	-
65W AC Adapter 250V,1M	492-BCNV	-	2000	-
US Power Cord	537-BBBL	-	2000	-
Fixed Hardware Configuration	998-DJKZ	-	2000	-
No UPC Label	389-BCGW	-	2000	-
Safety/Environment and Regulatory Guide (English/Spanish)	340-AGIN	-	2000	-
Quick Start Guide	340-CKUZ	-	2000	-
EAN label	389-BKKL	-	2000	-
Not Included	631-ABBH	-	2000	-
Non-Touch LCD Cover	320-BCTK	-	2000	-
Min Config Packaging	340-CRSG	-	2000	-
Intel(R) Label	389-BHZJ	-	2000	-
No Carrying Case	460-BBEX	-	2000	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	2000	-
Dell Limited Hardware Warranty Initial Year	823-5168	-	2000	-
ProSupport: Next Business Day Onsite, 1 Year	823-5192	-	2000	-
ProSupport: Next Business Day Onsite, 3 Years Extended	823-5195	-	2000	-
ProSupport: 7x24 Technical Support, 4 Years	823-5205	-	2000	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	2000	-

		ACTION/DISCUSSION D		
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	989-3449	-	2000	-
CFI Routing SKU	365-0257	-	2000	-
Custom Asset Tag	366-0133	-	2000	-
Configuration Services, FEE, I NTG, CHROME ENROLLMENT	366-0217	-	2000	-
Liftgate Service, Latitude	369-2204	-	2000	-
Configuration Services, Inside Delivery, Single Destination, Latitude	369-2302	-	2000	-
CFI, Information, CS Routing, Eligible, Factory Install	375-3088	-	2000	-
CFI, Information, GCS, ITEM, ASSET , TAG, Customer Install	377-4847	-	2000	-
CFI, Information, OPTIONS, ONLY, Customer Install	377-6463	-	2000	-
CFI, Information, GCS, ENT, ENROLLMENT, Customer Install	377-7823	-	2000	-
CFI, Information, EBRYIT, 2T, ROUTING, Factory Install	380-0741	-	2000	-
			Qty	Subtotal

Chrome Education

\$25.27 2000 \$50,540.00

Estimated delivery if purchased today:

Apr. 29, 2020

Contract # C000000181156

Customer Agreement # MNWNC-108/7157034003

Description	SKU	Unit Price	Qty	Subtotal
Chrome Education	A7611038	-	2000	-

Subtotal:	\$530,540.00
Shipping:	\$0.00
Environmental Fee:	\$8,000.00
Estimated Tax:	\$31,514.12
Total:	\$570,054.12

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Prepared For:

Pacific Grove Unified School District

April 16, 2020

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Term	36	Term	60
Option	TELP	Option	TELP
Payments:	Annual	Payments:	Annual
Consolidation:	Monthly	Consolidation:	Monthly
Payments Due:	Advance	Payments Due:	Advance
Interim Rent:	None	Interim Rent:	None
Rate Factor	3	Rate Factor	5
	Payments		Payments

Quote Number	Lease Payment Detail	Product Price	Quantity	Extended Price	Rate Factor	3 Payments	Rate Factor	5 Payments
Dell Quote # 3000057784948.14	Chromebooks & Related Chrome Education	\$265.27	2000	\$530,540.00	0.34857	\$184,931.07	0.21687	\$115,055.56
	CA Env Fees	\$8,000.00	1	\$8,000.00		\$2,788.57		\$1,734.92
	Estimated CA sales tax	\$31,514.12	1	\$31,514.12		\$10,984.92		\$6,834.31
Total				\$570,054.12		\$198,704.56		\$123,624.79

Proposal Expiration Date:

May 1, 2020

PLEASE NOTE:

Personal Property Taxes (PPT) do not apply to this lease. Quote includes estimated CA Sales taxes, subject to validation.

Leasing and financing provided by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the Dell logo are trademarks of Dell Inc. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation. Upon expiration, lease rates may be changed in the event that market rates change.

End of Term Options:

Tax Exempt Lease Purchase (TELP):

- Exercise the option to purchase the products for \$1.00.
- Return all products to lessor at the lessee's expense.

Agreed to & Accepted

Signature: _____
 Name: _____
 Title: _____
 Federal Tax ID # _____

Dale Kuby
 Financial Solutions Manager-Public Southwest
 Dell | Financial Services
 Cell # 630 460 6398
Dale.Kuby@dell.com

Prepared For:

Pacific Grove Unified School District

April 16, 2020

Additional Information:

LEASE QUOTE: The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. **If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract.** If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a **personal property tax** on leased equipment, and if DFS pays that tax under your lease structure, **Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.**

PURCHASE ORDER: The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please be sure to indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

INSURANCE: The risk of loss on the equipment is borne solely by the Lessee. Lessee shall be required to purchase and maintain during the Term (i) comprehensive public liability insurance naming Lessor as additional insured; and (ii) "all-risk" physical damage insurance in a minimum amount of the Purchase Price, naming DFS as first loss payee.

APPROPRIATION COVENANT: The Lease will contain an appropriation of funds clause. The Lessee will covenant that it shall do all things legally within its power to obtain and maintain funds from which the payments may be paid.

DOCUMENTATION: In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to, opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

PROPOSAL VALIDITY / APPROVALS: This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation.

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Transportation Staffing for 2020-21

DATE: May 7, 2020

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Transportation staffing recommendations and change of fees for field trips and athletics for 2020-21.

BACKGROUND:

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

INFORMATION:

As of March 13, 2020 the District provided Regular Education home-to-school transportation for 186 students. Ridership has declined 44% the last four years from 333 riders in 2015-2016 to the current number. Bus ridership tends to follow unemployment in the city. When unemployment rates increase ridership increases with the peak of ridership lagging the peak of unemployment by about two years.

At the beginning of the 2019-2020 school year the department was fully staffed with one driver foreman and four drivers (3 home-to-school and two SPED). As of February, two retirements have led to the current staffing level of three drivers (Two home-to-school and one SPED). Since the retirements, the District has been able to service all the bus stops but a loss of one driver significantly cuts the amount of stops we can service. This was the case for a few weeks in February and March when the department was reduced down to two drivers. At that time, quite a few stops were eliminated. The District boundaries was broken into four quadrants Beach Tract, Asilomar, Pebble Beach, and Del Monte Park. At least two stops were designated in each quadrant focusing on the areas with the families with the most need.

Under the title "Analysis" in the back-up to this item you will find four models that administration looked at when determining 20-21 Transportation staffing. (1)The "August 2019-2020" model is a snapshot of the department when we entered the 19-20 school year. (2) The "March 2019-2020 (Current)" model shows what staffing is currently after two retirements in the department. This model shows the greatest savings but is likely to be too inconsistent for families. (3) The "Driver Trainer" model was a viable option before we were faced with fiscal uncertainty caused by the COVID-19 pandemic. (4) The "Two Drivers + Admin Asst" model is the staff's recommendation moving into the 20-21 school year with a savings of \$108,159.93 compared to the 19-20 budget.

In addition to the staffing recommendation above, staff is recommending a discussion to field trip and athletic driver rate increase. Rates would increase from \$40.00/Hr. to \$47.00/Hr. for regular time and from \$50.00/Hr. to \$70.50/Hr. for overtime. Pros and cons for this increase are listed in the back-up.

The cost of the Transportation program is was budgeted to be \$452,815 in 2019-20. The revenue that pays for the program comes from three sources:

- 1) The state Home-to-School Transportation revenue provides \$105,091 (23%)
- 2) Transportation Fees collected from riders provides \$15,000 (3%)
- 3) The General Fund Contribution provides \$332,724 (74%).
- 4) For comparison purposes, below are the transportation fees charged at Pacific Grove Unified School District, Carmel Unified School District, and Monterey Peninsula Unified School District.

	<u>1st Rider</u>	<u>2nd Rider</u>	<u>3rd Rider (or more)</u>
a. PGUSD	\$100	\$ 50 (\$150)	Free (\$150)
b. CUSD	\$200	\$200 (\$400)	\$100 (\$500)
c. MPUSD	\$200	\$160 (\$360)	\$120 (\$480)

FISCAL IMPACT:

\$108,159.93 savings to General Fund

Pacific Grove Unified School District

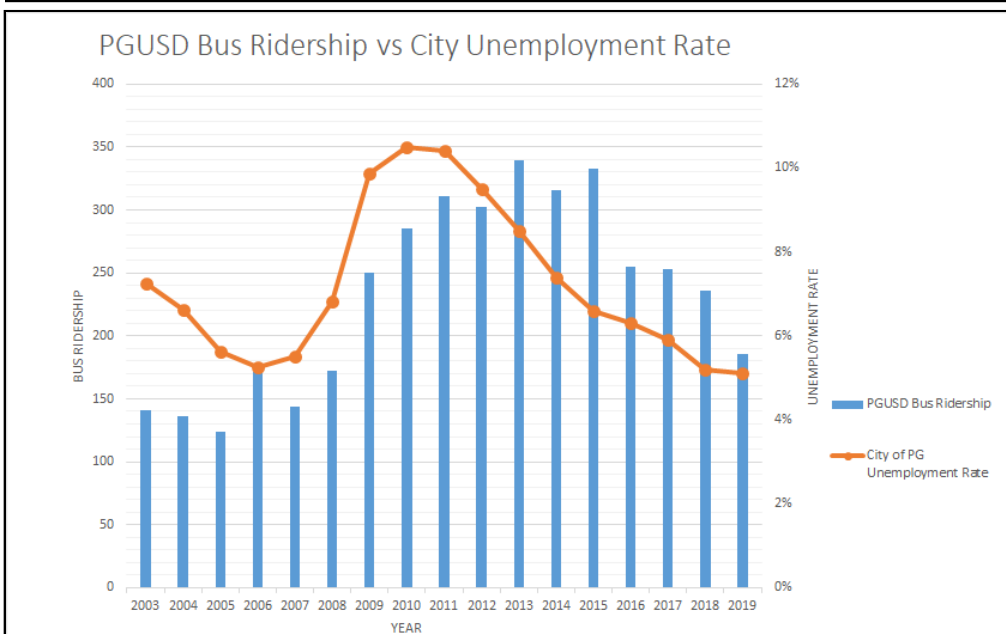
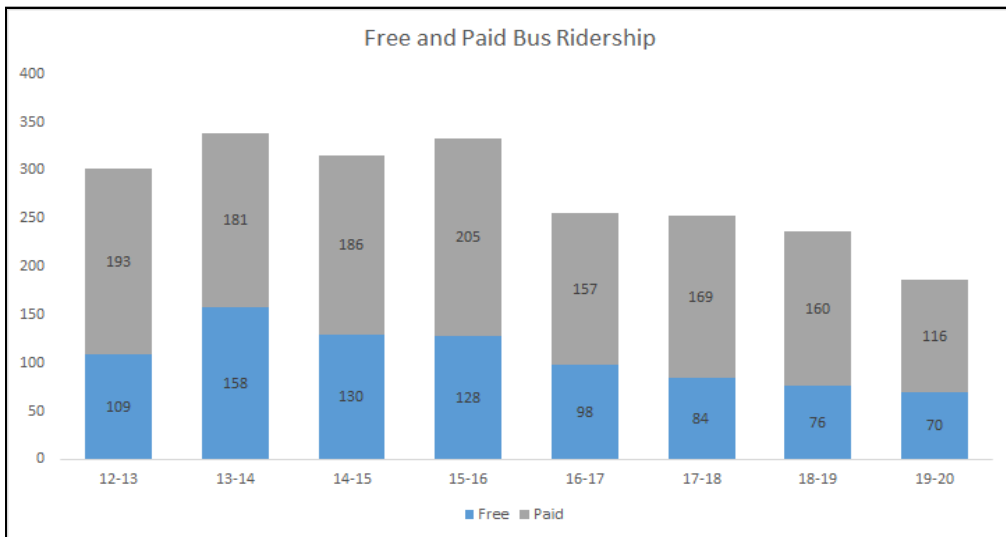
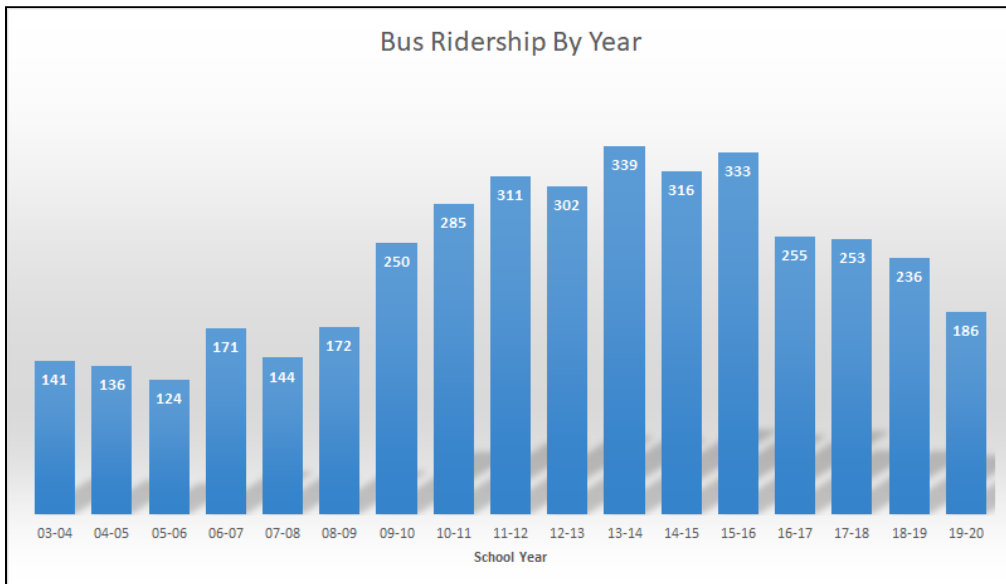
Bus Ridership

	12-13 actual	13-14 actual	14-15 actual	15-16 actual	16-17 actual	17-18 actual	18-19 actual	19-20 actual
Forest Grove								
Del Monte Park	40	44	33	45	6	52	57	51
Pebble Beach	28	74	64	61	73	37	25	17
Beach Track	14	19	25	20	18	4	7	13
Total Forest Grove	82	137	122	126	97	93	89	81
Robert Down								
Del Monte Park	10	4	1	3	1	2	2	1
Pebble Beach	13	9	9	6	3	1	3	3
Beach Track	66	48	52	58	41	51	47	28
Total Robert Down	89	61	62	67	45	54	52	32
Middle School								
Del Monte Park	16	19	17	22	37	22	19	17
Pebble Beach	22	34	33	38	13	24	21	12
Beach Track	34	35	30	25	27	33	32	17
Total Middle School	72	88	80	85	77	79	72	46
High School								
Del Monte Park	7	2	3	6	9	2	2	6
Pebble Beach	17	13	16	12	5	8	9	10
Beach Track	35	38	33	37	22	17	12	11
Total High School	59	53	52	55	36	27	23	27
Total Ridership								
Del Monte Park	73	69	54	76	53	78	80	75
Pebble Beach	80	130	122	117	94	70	58	42
Beach Track	149	140	140	140	108	105	98	69
Punch Pass riders							19	9
Total District	302	339	316	333	255	253	236	186
Change	4	37	(23)	17	(78)	(2)	(17)	(50)
Percent Change	1.3%	12.3%	-8.8%	5.4%	-23.4%	-0.8%	-8.7%	-21.2%
Free Riders	109	158	130	128	98	84	76	70
percent of total	36%	47%	41%	38%	38%	33%	32%	38%

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

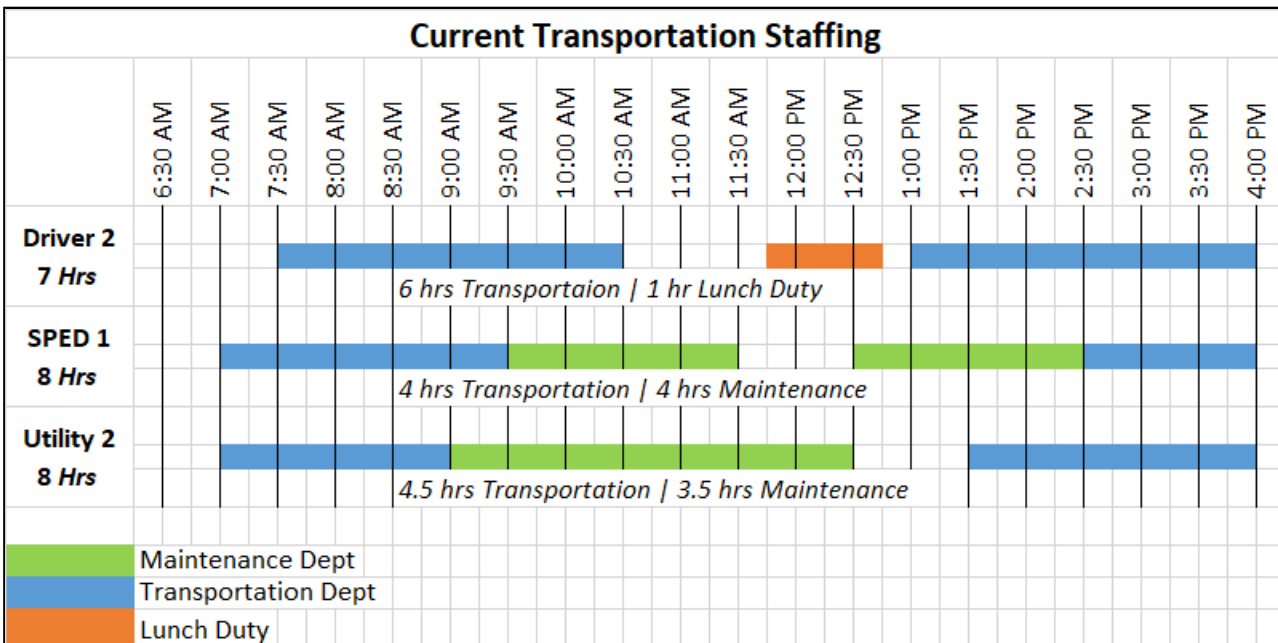
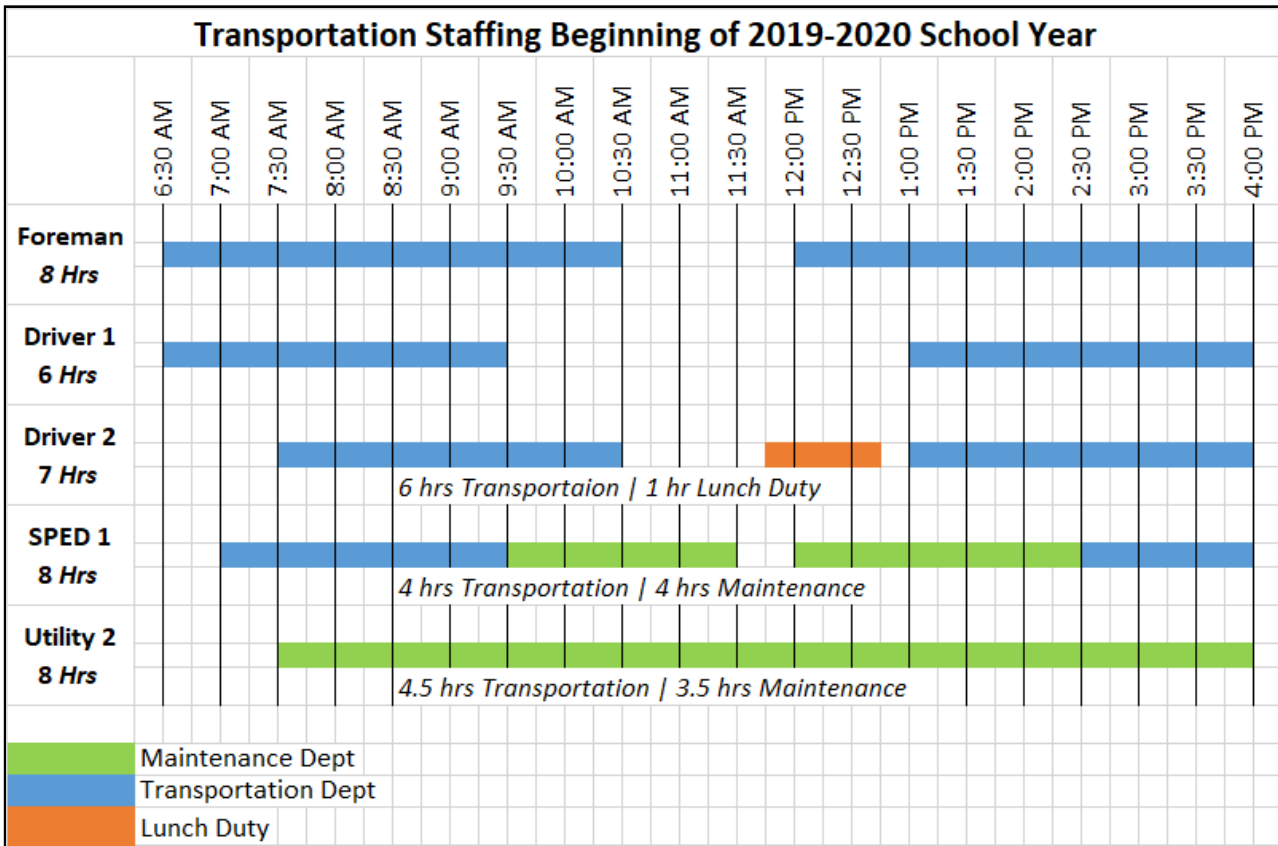
² The District charges an annual fee of \$100 for the first rider and \$150 for two or more riders. We also offer a per semester charge of \$80 for the first rider and \$120 for two or more riders. This provides revenue of \$15,000 per year.

RIDERSHIP



The above chart shows how unemployment is tied to bus ridership. Bus ridership numbers fluctuate with unemployment on a 1-2 year lag.

STAFFING



FLEET

Transportation Fleet

Passengers (3 Per Seat*)	Bus Number	Year	Miles	Miles Driven 12/18-12/19	Estimated Value	Notes
84	2	2002	126,065	4,096	\$6,900	No Seatbelts
24	3	2012	38,150	2,954	\$10,200	Seatbelts, SPED
12	4	2009	106,498	586	\$10,900	Lift, SPED
48	5	1999	94,938	1,436	\$5,000	No Seatbelts
84	6	1999	147,943	5,105	\$9,900	No Seatbelts
18	7	2013	49,811	5,586	\$18,900	Lift, SPED
78	8	2015	42,126	6,481	\$83,900	Seatbelts
78	9	2017	19,293	5,222	\$100,00+	Seatbelts

*The typical school bus seat is 39 inches wide and generally considered to have a maximum seating capacity of three. The capacity rating is not meant to be a measure of the absolute capacity of the school bus seat for all sizes of passengers. Rather, it is the "rated maximum capacity" as determined by the school bus body manufacturer and specified on the vehicle. This rated capacity is determined by dividing the width of the seat by the number "13," which represents the 12.8-inch hip breadth of a 5th percentile adult female test dummy as specified in Federal Motor Vehicle Safety Standard 208, "Occupant Crash Protection."
[A 5th percentile adult female dummy is approximately 4-feet 11-inches tall and weighs 102 pounds]

Source – National Association of State Directors of Pupil Transportation Services

	Estimated Value
New 84 Passenger Bus	\$175,000
New SPED Bus	\$80,000

ANALYSIS

Average Miles Driven Per Year 31,493 Miles
 Fuel Costs Per Year are \$22,230.00 with a factor of \$0.71 per mile
 Yearly Repair Costs are \$49,500.00 with a factor of \$1.57 per mile
 Approximately 120 miles a day are driven for Home-to-School and SPED routes.
 21,600 miles driven in a year with a fuel cost of \$15,246.82
 Average hourly rate of drivers \$47.02

August 2019-2020

Position/Route	Cost/Year
Foreman Driver1 (.75FTE) Driver2 (.75FTE) Utility1(.5625FTE) SPED1 (.5FTE)	\$297,645.93
BT, HS, MS, AM, 19-20 BT, HS, MS, AM, 19-20 BT, Elem, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, Elem, AM, 19-20 BT, HS, PM, 19-20 BT, MS, Elem, PM, 19-20 PB,DMP,HS,PM, 19-20 PB, MS, Elem, PM, 19-20 DMP, MS, Elem, PM, 19-20 BT, DMP, PB, K, PM, 19-20 SPED Route 2, AM, 19-20 SPED Route 1, AM, 19-20 SPED Route 1, PM, 19-20	\$49,197.22
	\$346,843.15

***At 116 paid riders for the 2019-2020 school year, <less> the state contribution of \$105,091, each rider would have to pay \$2,084.06 for the District to break even.**

March 2019-2020 (Current)

Position/Route	Cost/Year
Utility1(.5625FTE) SPED1 (.5FTE) Driver2 (.75FTE)	\$144,756.39
BT, HS, MS, AM, 19-20 BT, HS, MS, AM, 19-20 BT, Elem, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, Elem, AM, 19-20 BT, HS, PM, 19-20 BT, MS, Elem, PM, 19-20 PB,DMP,HS,PM, 19-20 PB, MS, Elem, PM, 19-20 DMP, MS, Elem, PM, 19-20 BT, DMP, PB, K, PM, 19-20 SPED Route 2, AM, 19-20 SPED Route 1, AM, 19-20 SPED Route 1, PM, 19-20	\$49,197.22
	s... \$193,953.61
Cost Difference From August 2019-2020 Table	-\$152,889.54

This scenario would not be ideal to families. If one of the three drivers is out on a leave, routes and pick-up and drop-off times would have to be significantly reduced and altered. The inconsistency bus schedule from three drivers, to two drivers, then back to three drivers would be very frustrating and confusing for families.

Driver Trainer

Position/Route	Cost/Year	FTE
Driver Trainer	\$118,946.32	1.0000
Driver2 (.75FTE)	\$50,008.83	0.7500
SPED1 (.5FTE)	\$40,877.88	0.5000
Utility1(.5625FTE)	\$57,553.07	0.5625
BT, HS, MS, AM, 19-20 BT, HS, MS, AM, 19-20 BT, Elem, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, HS, MS, AM, 19-20 PB, DMP, Elem, AM, 19-20 BT, HS, PM, 19-20 BT, MS, Elem, PM, 19-20 PB,DMP,HS,PM, 19-20 PB, MS, Elem, PM, 19-20 DMP, MS, Elem, PM, 19-20 BT, DMP, PB, K, PM, 19-20 SPED Route 2, AM, 19-20 SPED Route 1, AM, 19-20 SPED Route 1, PM, 19-20	\$49,197.22	
	\$316,583.32	
Cost Difference From August 2019-2020 Table	-\$30,259.82	
Cost Difference From March 2019-2020 Table	\$122,629.72	

Before the anticipated fiscal impact of Covid-19 this would have been a legitimate option as it reduced the current budget by \$30,259.00 and the district gained the benefits of hiring a driver trainer.

Two Drivers + Admin Asst			
Position/Route		Cost/Year	FTE
Driver2 (.75FTE)	▼	\$54,176.23	0.8125
SPED1 (.5FTE)	▼	\$40,877.88	0.5000
Admin Asst	▼	\$40,978.58	0.5000
Utility1(.5625FTE)	▼	\$57,553.07	0.5625
BT, DMP, PB, HS, MS, AM, 20-21	▼	\$45,097.45	
BT, DMP, PB, HS, MS, AM, 20-21			BT, DMP, PB, Elem, AM, 20-21
BT, DMP, PB, HS, PM, 20-21			BT, DMP, PB, K, PM, 20-21
BT, DMP, PB, Elem, PM, 20-21			SPED Route 1, AM, 20-21
SPED Route 1, PM, 20-21			
		Sum	\$238,683.22
Cost Difference From August 2019-2020 Table			-\$108,159.93
Cost Difference From March 2019-2020 Table			\$44,729.61

This is staff's recommendation for staffing moving into the 2020-2021 school year. Routes will be reduced to one SPED and one home-to-school route daily. The Utility 1 position would work in maintenance and act as a substitute and a driver for field trips and athletic trips resulting in little to no schedule inconsistencies to families and field trip prices lower compared to charter. The Administrative Assistant would split their time between supporting the Measure D bond and transportation to create a 1.0 FTE. This position would assume the scheduling, billing, and dispatch role vacated by the driver foreman for .5 FTE. The other .5 FTE will assume administrative responsibilities supporting Measure D projects. This position was listed as a line item for Measure D.

PROPOSED ROUTE CHANGES

Below shows which stops will have to be eliminated and which stops we will continue to serve if the recommended staffing changes are approved.

Beach Tract to PGHS & PGMS

~~1st. St. & Ocean View~~

Ocean View & Monterey

~~Bayview & Jewell~~

Del Monte & Egan

~~Del Monte & Esplanade~~

~~Del Monte & Asilomar~~

Asilomar & Lighthouse

~~Asilomar & Arena~~

~~Asilomar & Pico~~

Sinex & Grove Acres

PGHS Drop off

Arkwright & Moreland (MS only)

PGMS Drop off

Del Monte Park & Pebble Beach to PGHS & PGMS

~~Hwy. 68 & Prescott (MST at Safeway)~~

~~Hwy. 68 & Syida~~

~~Funston & Buena Vista on Funston @ MST Stop~~

Montecito & Miles

~~David & Buena Vista~~

~~Forest Lodge & Sloat~~

~~Stevenson & Old Dr.~~

~~Stevenson & Coral~~

~~Stevenson & Whaler's Way~~

~~Stevenson & Bird Rock Rd.~~

~~Stevenson & Indian Village Rd.~~

~~Sloat & Mestres~~

~~Sloat & Strawberry Hill~~

~~Bird Rock & Colton~~

~~Colton & Arrowhead~~

Congress & Ortega

PGHS

~~Stuart & Seaview~~

PGMS

Beach Tract to Elementary Schools

~~Stuart & Seaview~~

~~Eardley & Junipero~~

~~3rd St. & Central~~

Monterey St. & Central (on Monterey – mid block)

~~Bayview & Jewell~~

Del Monte & Egan

~~Del Monte & Esplanade~~

~~Del Monte & Asilomar~~

~~Asilomar @ the Lighthouse~~

Lighthouse & Jewell

~~17 Mile Dr. & Heacock~~

~~Pico & Evergreen~~

Sinex & Grove Acre

~~Alder & Gibson~~

~~Laurel & Willow~~

Robert Down

~~Ransford & Syida~~

Robert Down transfers to Forest Grove

Del Monte Park & Pebble Beach to Elementary Schools

Forest Lodge & Sloat

~~Stevenson & Old Dr.~~

~~Stevenson & Coral~~

~~Stevenson & Whaler's Way~~

~~Stevenson & Bird Rock Rd.~~

~~Stevenson & Indian Village Rd.~~

~~Sloat & Mestres~~

~~Sloat & Strawberry Hill~~

~~Bird Rock & Colton~~

~~Colton & Arrowhead~~

Congress & Ortega

~~Buena Vista & Funston (mid block)~~

Montecito & Miles

~~David Ave. & Buena Vista~~

Arkwright & Moreland

Forest Grove transfers to Robert Down

Other Recommendations For Discussion

- Increase hourly driver rates for field trips and athletics to \$47.00/Hr from \$40.00/Hr
- Increase overtime hourly driver rates for field trips and athletics to \$70.50/Hr from \$50.00/Hr

Pros

For athletics there's no change to the budget since it comes out of the general fund already. It would help in tracking actual costs charged. Charging more for field trips would bring in more revenue and would make each trip cost neutral to the general fund. Currently, the District is covering the gap between charged rates and actual rates.

Cons

Possibly fewer field trips for students or teachers not being able to purchase materials for the classroom.

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

SUBJECT: Board Calendar/Future Meetings

DATE: May 7, 2020

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2019-20 School Year

Jan. 16	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2020-21 ✓ Property Tax Update	Adult School (School Site Visit)
Jan. 23	Regular Board Meeting ✓ School Accountability Report Cards	Community High School (School Site Visit)
Feb. 13	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office
Mar. 5	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Open House Schedules Reviewed ✓ TRAN Resolution	District Office
Mar. 19	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 2	Regular Board Meeting ✓ Review of Strategic Plan and LCAP (as needed) ✓ Approve 2020-21 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update	District Office
April 23	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation	District Office
May 7	Regular Board Meeting ✓ Continue Superintendent Evaluation ✓ Final Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Governance Handbook 2020-21	District Office
May TBD <i>*If Needed</i>	Special Board Meeting ✓ Budget Update	District Office
May 21	Regular Board Meeting ✓ Retiree Reception Retiree Recognition ✓ Review Bell Schedule for 2020-21 ✓ Complete Superintendent's Evaluation ✓ Identify Board Member Representatives for Graduations ✓ Review Facility Use Fee Schedule ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report ✓ Quarterly Facilities Project Updates* ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office
June 4	Regular Board Meeting ✓ LCAP Public Hearing ✓ 2020-21 Budget Public Hearing/ <u>Adoption</u>	District Office

June 18	<p>Regular Board Meeting</p> <p>✓ Adopt Budget for 2020-21</p> <p>✓ Approval of LCAP</p> <p>✓ Approval of Contracts and Purchase Orders for 2020-21</p> <p>✓ Review of Legal Services Costs</p> <p>✓ Solicitation of Funds Report</p> <p>✓ Consolidated Application</p> <p>✓ Review of Facilities Depreciation Schedule</p>	District Office
---------	--	-----------------

* Quarterly Facilities Projects Update as needed

Board Meeting Calendar, 2020-21 School Year

Aug. 20	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. 3	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	Forest Grove (School Site Visit)
Sept. 17	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
Sept. 26 *Saturday 9am-12pm	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised	District Office
Oct. 1	Regular Board Meeting ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	Robert Down (School Site Visit)
Oct. 22	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2020-21 Working Budget (Preliminary First Interim)	District Office
Nov. 12	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	Middle School (School Site Visit)
Nov. 19	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates* ✓ <u>LCAP Public Hearing</u>	High School (School Site Visit)
Dec. 10	Regular Board Meeting ✓ First Interim Report ✓ <u>Adoption of LCAP</u>	District Office
Dec. 17	Organizational Meeting ✓ Election of 2020-21 Board President and Clerk ✓ Budget Revision #3 ✓ 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

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

SUBJECT: District Update on Response to COVID-19

DATE: May 7, 2020

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

INFORMATION:

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

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Future Agenda Items

DATE: May 7, 2020

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 7, 2020 Regular Board Meeting:

- A member of the public requested Dual Language Elementary Program (TBD)
- Board requested teacher housing (TBD)
- Board requested review of current District committees (Will be addressed through District Newsletter/Update)
- A member of the public requested SELPA present on Special Education (Fall 2020)
- Board requested utility bills costs (electric and water) by school site (2020-21)