

**\*\*\*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 AUGUST 20, 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*  
*Gabriella Giraldo*

**DATE:** Thursday, August 20, 2020

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

**LOCATION:** **VIRTUAL MEETING**  
Join Zoom Meeting  
<https://pgusd.zoom.us/j/8314567890?pwd=bk1pejNFVzg5WTQwZWZTSjl2RVc4Zz09>

Meeting ID: 831 456 7890  
Password: 9395093950

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 20-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

### **III. RECONVENE IN OPEN SESSION**

#### A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 20-21 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]
3. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

#### B. Pledge of Allegiance

**IV. COMMUNICATIONS**

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

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

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

**VI. CONSENT AGENDA**

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

- A. Minutes of July 30, 2020 Special Board Meeting 8  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #2 11  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #2.
- C. Classified Assignment Order #2 13  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #2.
- D. Warrant Schedules No. 621 and No. 622 15  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- E. Acceptance of Quarterly Treasurer's Report 18  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending June 30, 2020.

- F. California Interscholastic Federation (CIF) School Representatives 34  
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The Administration recommends that the Board review and approve Pacific Grove High School Principal Lito M. Garcia, Assistant Principal Shane Steinback, and Athletic Director Lauralea Gaona as the 2020-21 California Interscholastic Federation (CIF) representatives for Pacific Grove High School.
- G. Contract for Services with Casey Printing at Pacific Grove Adult School 36  
 Recommendation: (Barbara Martinez, Adult Education Principal) The District Administration recommends that the Board review and approve the contract for service with Casey Printing to provide printing and delivery of the Adult School’s Registration & Class Informational Postcards for the 2020-21 school year.
- H. 2020-21 Consolidated Application for Funding, Part 1 39  
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends the Board review and approve the 2020-21 Consolidated Application for Funding.
- I. Surplus of Furniture 49  
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the attached furniture surplus list.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

**VII. ACTION/DISCUSSION**

- A. Approval of Memorandum of Understanding with the California School Employees Association (CSEA) 51  
 Recommendation: (Billie Mankey, Director II of Human Resources; Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the Memorandum of Understanding between the Pacific Grove Unified School District and the California School Employees Association (CSEA).

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- B. Resolution No. 1055, Reduction of Classified School Services 62  
 Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends Board approval of Resolution No. 1055 in order to reduce classified positions at Pacific Grove Adult School by eliminating 3 positions: One 3 hr./day Instructional Assistant; One 13 hr./week Childcare Attendant; and, One 11 hr./week Childcare Attendant.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_



- C. Updates to Board Regulations 5121 Grades/Evaluation of Student Achievement and 5121.1 Grades/Evaluation of Student Achievement at the High School 64  
Recommendation: (Lito Garcia, Pacific Grove High School Principal; Sean Roach, Pacific Grove Middle School Principal; Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the updates to Board Regulations 5121 Grades/Evaluation of Student Achievement and 5121.1 Grades/Evaluation of Student Achievement at the High School.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- D. Monterey County Office of Education Wide Area Network Memorandum of Understanding Consortium Contract Services - Addendum 78  
Recommendation: (Jonathan Mejia, Technology Systems Coordinator) The District Administration recommends that the Board review and approve the Monterey County Office of Education Wide Area Network Memorandum of Understanding Consortium Contract Services – Addendum.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- E. Microsoft CAMSA Licenses with Softchoice 80  
Recommendation: (Jonathan Mejia, Technology Systems Coordinator) The District Administration recommends that the Board review and approve the renewal of the license with Softchoice who has the contract registration with Microsoft to offer bundle deals at lower prices on all Microsoft products. This license gives the District use of Microsoft Office, Windows OS licenses, Server Licenses, and Office 365.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- F. Agreement Regarding Check to Virtual Card or ACH for Vendor Payments 83  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board approve this agreement with the Monterey County Office of Education (MCOE) regarding check to virtual card (vcard) or Electronic Payment Program (ACH) for vendor payments.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- G. Facilities Use Joint Use Agreement with City of Pacific Grove 86  
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and a feedback on the Facilities Use Joint Use Agreement with the City of Pacific Grove.

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

Trustees: Crandell \_\_\_ Dawson \_\_\_ Paff \_\_\_ Swanson \_\_\_ Walton \_\_\_

- H. Board Calendar/Future Meetings 98  
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-19 100  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

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

- B. Review of Legal Services Costs for 2019-20 101  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review legal fees expended from July 1, 2019 through May 11, 2020.

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

- C. Review of the 2020-21 State Budget Act Senate Bill (SB) 98 103  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review the information provided regarding the Governor's approved State Budget Act for 2020-21, Senate Bill (SB) 98.

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

- D. Review of 2019-20 Actual and 2020-21 Estimated Property Tax Revenues 104  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding actual receipts of Property Tax Revenue for the 2019-20 fiscal year and projections for 2020-21 based on the latest Assessed Valuation.

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

- E. Review of District Enrollment Projections for the First Week of School for 2020-21 108  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding enrollment for the first week of school for 2020-21.

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

F. Future Agenda Items

113

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.

- PGUSD Counseling Plan (September 2020)
- Solicitation of Funds Report 2019-20 (September 2020)
- 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: September 3, 2020 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Special Meeting of July 30, 2020 – VIRTUAL

**I. OPENED BUSINESS**

- A. Called to Order 6:32 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
- C. Adopted Agenda

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

- D. Pledge of Allegiance Led By: Trustee Crandell

**II. ACTION/DISCUSSION**

- A. Academic Distance Learning Plan

Forest Grove Elementary School Principal Buck Roggeman and Robert Down Elementary School Principal Sean Keller presented the Academic Distance Learning Plan for the elementary school sites. A townhall was held on Tuesday, July 28, 2020 from 5:30 p.m.- 8:00 p.m. which included input from parents.

The Principals presented a timeline which began in May 2020; shared the Distance Learning priorities and objectives including social emotional support of students, academic growth in support of learning loss, and student engagement. The Principals reviewed elementary schedules, code of conflict, mental health action plan, and parent support.

The Board discussed this item and asked questions.

**Public comment:**

Zoe Shoats said more coordination was needed for parents with children at multiple schools and asked that the planning days be on Fridays. Shoats noted a touchscreen device was critical for Seesaw; the teacher/parent connection is critical; the morning 15 minute break is too short; asked that PE be more flexible.

Jamie Guthrie asked that the planning day be consistent across the district; spoke about online instruction and said she was uncertain of the quality online instruction across the grades; asked about Google or Zoom and how each group will be moderated. Trustee Crandell agreed the planning days should be consistent between schools; noted quality teachers equals quality instruction; recommended parents speak to their teacher or

principal with any concerns.

Superintendent Porrras noted the online platform would be Google, however that the district is waiting for the updates and if Google does not update in time, the district will use Zoom. Superintendent Porrras also noted it is common for teachers to go to conferences and return to their sites to train other teachers.

Director Ani Silva spoke about professional development for the planning days, noted not all teachers were required to attend the previous professional development during the summer.

Carolyn Swanson noted teachers, families and staff are in crisis mode and asked the district to reduce the stress of parents; noted many families are in a position to school their child or try to hire someone for help; noted other districts are doing distance learning in a 'clump' of time, which would be better for families; asked how attendance would be handled for families with special circumstances; asked for flexibility for PE; asked counselors how to 'sell' Distance Learning to the students.

Principal Roggeman and Principal Keller spoke about attendance; noted the attendance clerks would be meeting next week.

Superintendent Porrras noted the state is working on attendance requirements.

Superintendent Porrras also noted the district is working on support videos for parents.

Robert Down Elementary School Counselor Sonda Frudden said she and Forest Grove Elementary School Counselor Zoe Roach would brainstorm how to sell Distance Learning to students.

Elliott asked about attendance and how tardies and unexcused absences would be handled; asked how teachers will handle disruptive students during live instruction.

Principal Keller noted the district is required to take attendance and that the two elementary schools would be aligned and have a grace period for tardies.

Principal Roggeman noted disruptive students would be handled with a conversation.

Jeanie Traback said the SWUN videos are not helpful and not instructional; noted school is no longer normal; said teachers have their own families; asked to acknowledge independent learning plan so parents can school what works best for their families.

Principal Roggeman and Director Silva noted SWUN has made new videos that are much better.

Jamie Guthrie asked when the district will know whether to use Google or Zoom.

Tony H. asked about plans when in-person learning begins and asked about Before and After School Resource Program to help support parents.

Trustee Crandell and Superintendent Porrras noted the hybrid plans for sites are on the website and that BASRP is part of the hybrid model.

Superintendent Porrras noted the district is working on a FAQ for families which will be out soon.

Kelly San Fillippo asked if students would be expected to join the virtual classrooms prior to the start of school and asked about different classes.

Principal Roggeman and Principal Keller said families will log in to meet and greet their teachers prior to school and that date and time will be announced soon.

Angela Lippert asked about a class supply list.

Jennifer McNeary asked what kind of training or resources are available for parents. Superintendent Porras noted Digital Learning Teacher Andrew Bradley would be working with parents beginning next week.

Manal asked about meal distribution.  
Nutrition Director Stephanie Lip spoke about meal distribution and prepaid accounts.

Carolyn Swanson asked if breakfast is included; asked why there are only two distribution sites; asked about lunch prices.  
Director Lip said the distribution site number is based on anticipated count, which will likely drop from the Spring when the meals were free to all; noted if there is a need for an additional distribution site the district will review; said the prices are per site; noted breakfast is included.

Trustee Crandell spoke about the challenges the district has faced since Distance Learning began in March; noted the work and planning of the Administration; the changes made based on directives from the county and state; asked the community to communicate with the Board and district; asked for patience; and asked that everyone trust in the teachers.

Nicole Bullich appreciated the Board support and consistency around asynchronous days, preferred Monday as a planning day.

Katie Selfridge noted asynchronous days are not planning days, that the staff would still be available for students.

**MOTION Crandell/Paff to approve the Robert Down and Forest Grove plans as presented with Monday as the asynchronous days.  
Motion CARRIED by roll call vote 5 – 0**

**III. ADJOURNED**

8:50 p.m.

Approved and submitted:

\_\_\_\_\_  
Dr. Ralph Gómez Porras  
Secretary to the Board

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Certificated Assignment Order #2

**DATE:** August 20, 2020

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

Page 1 of 2

**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #2.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**NEW HIRES:**

Melissa Andersen, FGE, Elementary Teacher 4<sup>th</sup> Grade, full time, 1.0 FTE, Column VI, Step 2 + MA, effective August 4, 2020 (replaces Shannon McCarty)

Heather Zunguze, RDE, Intervention Teacher, full time, 1.0 FTE, Column VI, Step 10, effective July 31, 2020 (replaces retiree Linda Williams)

William Kraus, PGAS, Part time ESL Instructor, 3 hrs./day/4 days per week, Column D, Step 10, follows the PGAE 12 month work calendar, effective September 14, 2020 and based on sufficient enrollment (replaces Janet Thayer)

William Hurst, PGMS, Intervention Support Teacher, Part-time, 0.60 FTE, Column VI, Step 10 + MA, effective August 3, 2020 (replaces Ethan Sullivan)

**VOLUNTARY GRADE LEVEL TRANSFER:**

Mary Quindimil, FGE, RSP Teacher transfers to FGE, Intervention Teacher and remains at 1.0 FTE, effective August 3, 2020 (replaces retiree, Lynn Clements)

Katie Kreeger, FGE, SDC Teacher transfers to FGE, RSP Teacher and remains at 1.0 FTE, effective August 3, 2020 (replaces Mary Quindimil)

Kilene Brosseau, FGE, Elementary Teacher 4<sup>th</sup> Grade, transfers to FGE, Elementary Teacher 2<sup>nd</sup> Grade and remains at 1.0 FTE effective August 3, 2020 (replaces Jeanie DeTomaso)

Hetal Petal, FGE, Elementary Teacher 1st Grade, transfers to FGE, Elementary Teacher 2<sup>nd</sup> Grade and remains at 1.0 FTE effective August 3, 2020 (replaces retiree Barbara Hirst)

Shannon McCarty, FGE, Elementary Teacher 3rd Grade transfers to FGE, Elementary Teacher 1st Grade and remains at 1.0 FTE effective August 3, 2020 (replaces Hetal Patel)

Nate Welch FGE, Elementary Teacher 1<sup>st</sup> Grade, transfers to FGE, Elementary Teacher 3<sup>rd</sup> Grade and remains at 1.0 FTE effective August 3, 2020 (replaces Shannon McCarty)

**ADDITIONAL ASSIGNMENT:**

2020, Prep time for Professional Development, paid per time sheet at the hourly instructional rate, funded through COVID/CARES budget

<b>Employee Name</b>	<b>Assignment</b>	<b>Employee Name</b>	<b>Assignment</b>
Christina Luciano	3 hrs.	Larry Haggquist	3 hrs.
Erica Chavez	3 hrs.	Natasha Pignatelli	3 hrs.
Isaac Rubin	3 hrs.	Jenna Hall	3 hrs.

Sherri Deeter, CHS Lead Teacher, 1.0 Stipend \$8,177, replaces Brad Woodyard

**RETIREMENT:**

Janet Thayer, PGAS ESL Teacher, retires after 11.5 successful years of service with the Pacific Grove Unified School District.



- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Classified Assignment Order #2

**DATE:** August 20, 2020

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

**Page 1 of 2**

**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #2.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

<p><b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b>  <b>CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 2</b>  <b>August 20, 2020</b></p>
---

Page 2 of 2

**NEW HIRES:**

Alyssa Hammel, PGMS, Instructional Assistant (Special Education), 6 hrs./day/5 days per week, 180 day annual work calendar, Range 31, Step C, effective August 12, 2020 (replaces Sara Reagor)

Claudia Gutierrez, PGHS Food Service II, 3.25 hrs./day/5 days per week, 180 day annual work calendar, Range 30, Step B, effective August 12, 2020 (replaces retiree Maria Taschner)

**VOLUNTARY TRANSFER:**

Kine Samuels, PGAS, Instructional Assistant, voluntary transfer from Parent Ed Preschool to PGAS Daycare Center, 3 hrs./day 210 calendar days, effective August 3, 2020 (replaces Marshall Goldman)

**RETIREMENT:**

Sue Ellzey, FGE, Instructional Assistant 4.60 hrs./day and Noon Duty, 1 hour per day, 180 day work calendar, retires effective August 6, 2020 after 20 successful years of service with the Pacific Grove Unified School District

**RESIGNATION:**

Wendi Roland-Hammong, FGE, Instructional Assistant Special Education, 5 hrs./day, 180 day work calendar, resigns effective July 10, 2020 after 4 years of successful service with the Pacific Grove Unified School district

Joanie Rodewald, RDE, Instructional Assistant Special Education, 5 hrs./day and Noon Duty, 1 hour per day, 180 day work calendar, resigns effective August 4, 2020 after 21 years of successful service in the Pacific Grove Unified School District

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

**SUBJECT:** Warrant Schedules 621 and 622

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from June 1, 2020 through July 31, 2020.

**INFORMATION:**

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 621

JUNE 2020

WARRANTS - PAYROLL

Certificated	Regular	6/6/2020	\$	-
	Regular	6/10/2020	\$	14,284.20
	Regular	6/15/2020	\$	-
	Regular	6/30/2020	\$	631,834.91
<u>Total Certificated</u>			\$	<u>646,119.11</u>
Other	Regular	6/6/2020	\$	-
	Regular	6/10/2020	\$	13,860.00
	Regular	6/15/2020	\$	-
	Regular	6/30/2020	\$	1,125.72
<u>Total Other</u>			\$	<u>14,985.72</u>
Classified	Regular	6/6/2020	\$	-
	Regular	6/10/2020	\$	6,807.08
	Regular	6/15/2020	\$	-
	Regular	6/30/2020	\$	573,215.05
<u>Total Classified</u>			\$	<u>580,022.13</u>
<b><u>TOTAL PAYROLL</u></b>			\$	<b><u>1,241,126.96</u></b>

WARRANTS - ACCOUNTS PAYABLE

Warrants	12560245	through	12560266	6/4/2020	\$	56,250.03
Warrants	12561457	through	12561509	6/11/2020	\$	86,184.88
Warrants	12564667	through	12564701	6/18/2020	\$	149,894.48
Warrants	12566341	through	12566378	6/25/2020	\$	52,286.11
Warrants	12567899	through	12567918	6/30/2020	\$	75,574.40
<b><u>TOTAL ACCOUNTS PAYABLE</u></b>					\$	<b><u>420,189.90</u></b>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 622

JULY 2020

WARRANTS - PAYROLL

Certificated	Regular	7/5/2020		\$	-
	Regular	7/10/2020		\$	44,677.65
	Regular	7/15/2020	(FY20 LIAB)	\$	6,636.75
	Regular	7/31/2020		\$	188,707.20
<u>Total Certificated</u>				\$	<u>240,021.60</u>
Other	Regular	7/5/2020		\$	-
	Regular	7/10/2020		\$	3,422.59
	Regular	7/15/2020	(FY20 LIAB)	\$	5,000.00
	Regular	7/31/2020		\$	680.19
<u>Total Other</u>				\$	<u>9,102.78</u>
Classified	Regular	7/5/2020		\$	-
	Regular	7/10/2020		\$	178,094.93
	Regular	7/15/2020	(FY20 LIAB)	\$	116.50
	Regular	7/31/2020		\$	391,994.71
<u>Total Classified</u>				\$	<u>570,206.14</u>
<b><u>TOTAL PAYROLL</u></b>				\$	<b><u>819,330.52</u></b>

WARRANTS - ACCOUNTS PAYABLE

Warrants	12572104	through	12572131	7/9/2020	\$	65,834.16
Warrants	12571045	through	12571084	7/16/2020	\$	237,111.71
Warrants	12570062	through	12570194	7/23/2020	\$	115,126.49
Warrants	12568936	through	12568961	7/30/2020	\$	39,657.28
<b><u>TOTAL ACCOUNTS PAYABLE</u></b>					\$	<b><u>457,729.64</u></b>

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

**SUBJECT:** Acceptance of Quarterly Treasurer’s Report

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer’s Report for the quarter ending June 30, 2020.

**BACKGROUND:**

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

**INFORMATION:**

As indicated in the attached Treasurer’s Report, the current investment portfolio is “in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months”. The portfolio is currently returning an annualized yield of **1.89%**. This is compared to 2.25% last quarter.

**FISCAL IMPACT:**

None.



## Monterey County Board of Supervisors

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066  
www.co.monterey.ca.us

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor John M. Phillips to:

- a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending June 30, 2020, and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2020-2021, and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607

PASSED AND ADOPTED on this 28<sup>th</sup> day of July 2020, by roll call vote:

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

NOES: None

ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting July 28, 2020.

Dated: July 28, 2020  
File ID: 20-614  
Agenda Item No.: 56

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

*Joel Pablo*

Joel G. Pablo, Deputy



# Monterey County

## Item No.

### Board Report

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

Legistar File Number: 20-614

July 28, 2020

**Introduced:** 7/17/2020

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending June 30, 2020, and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2020-2021, and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607

#### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending June 30, 2020, and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2020-2021, and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607

#### SUMMARY:

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

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

#### DISCUSSION:

In this final quarter of the fiscal year, the U.S. economy suffered a deep economic recession due to the COVID-19 pandemic. We saw over 40 million Americans applying for unemployment and country-wide protests against racial injustice. Towards the end of the quarter an easing in lockdown measures started to prompt signs of an initial recovery. As the U.S. begins to enter the second half of 2020, markets continue to remain volatile as concerns about a second wave of COVID-19 leaves investors questioning how long it will take for market conditions to recover in the long term.

On June 30, 2020, the Monterey County investment portfolio contained an amortized book value of \$1,803,954,559.57 spread among 192 separate securities and funds. The par value of those funds was \$1,805,293,911.87 with a market value of \$1,803,857,359.57 or 100.0% of amortized book



value. The portfolio’s net earned income yield for the period was 1.89%. The portfolio produced an estimated quarterly income of \$9,031,433.43 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 307 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity. The investment portfolio remains compliant with all applicable provisions of state law and the adopted Investment Policy and contains sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

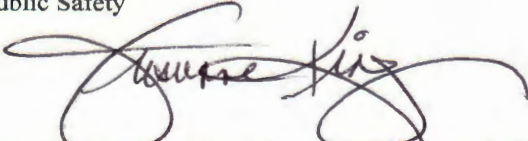
The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. Investment earnings in the General Fund have exceeded budgeted revenue for fiscal year 2019-2020.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

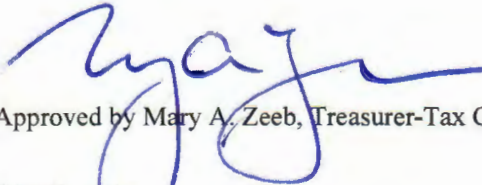
This recommendation supports the Administration initiative by providing transparency and accountability in the management of County funds in the Treasurer’s investment portfolio.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety



Prepared by Susanne King, Treasury Manager, x5490



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

Attachments:

- Board Report
- Exhibit A - Investment Portfolio Review
- Exhibit B - Portfolio Management Report 06.30.20

Legistar File Number: 20-614

---

Exhibit C - Aging Report 07.01.20

Exhibit D - Monterey County Investment Policy 2019-2020 - Red Line

Exhibit E - Monterey County Investment Policy 2020-2021 - Proposed

cc:

Auditor-Controller - Internal Audit Section

All depositors

County Administrative Office

County Counsel

Treasury Oversight Committee

## Exhibit A Investment Portfolio Review Quarter Ending June 30, 2020

### OVERVIEW

April 1, 2020 – June 30, 2020

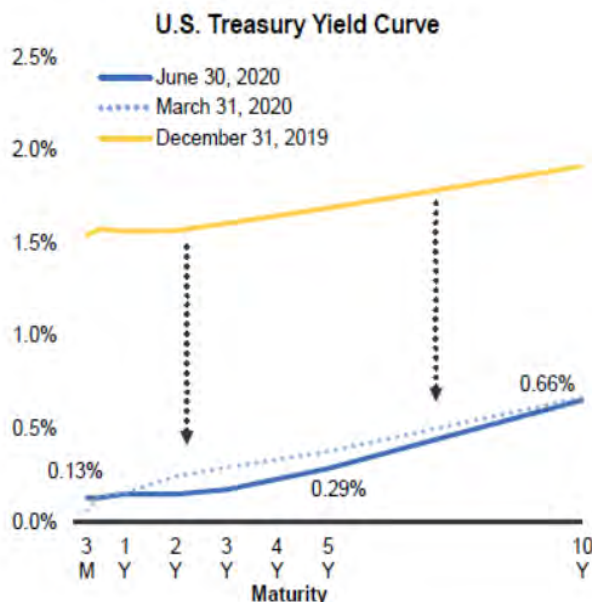
In this final quarter of the fiscal year, the U.S. economy suffered a deep economic recession due to the COVID-19 pandemic. We saw over 40 million Americans applying for unemployment and country-wide protests against racial injustice. Towards the end of the quarter an easing in lockdown measures started to prompt signs of an initial recovery. As the U.S. begins to enter the second half of 2020, markets continue to remain volatile as concerns about a second wave of COVID-19 leaves investors questioning how long it will take for market conditions to recover in the long term.

### U.S. TREASURY YIELD CURVE

- Yields remained relatively stable throughout the quarter, settling at historical lows.
- The yield curve steepened slightly, driven by less pessimistic economic data and huge Treasury issuance.

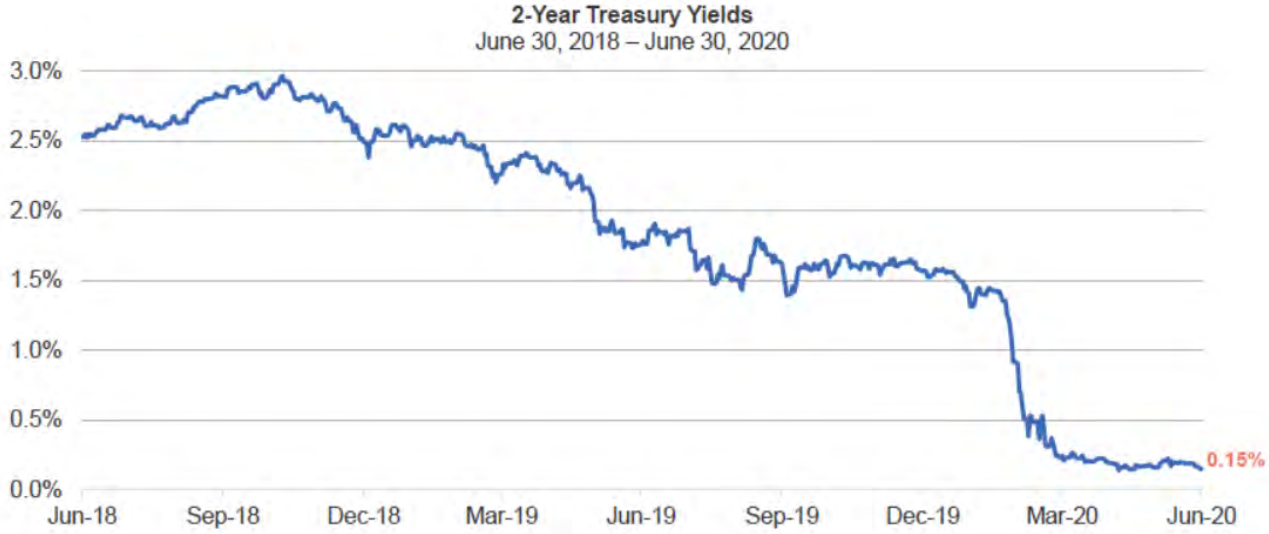
	2Q2020 6/30/20	1Q2020 3/31/20	QoQ Change
3 month	0.13%	0.09%	+0.04%
1 year	0.15%	0.15%	0.0%
2 year	0.15%	0.25%	-0.10%
3 year	0.18%	0.29%	-0.11%
5 year	0.29%	0.38%	-0.09%
10 year	0.66%	0.67%	-0.01%
30 year	1.41%	1.32%	+0.09%

Source: Bloomberg, as of 6/30/20.



/

- The 2-year Treasury decreased by 10 basis points (0.10%) during the quarter to end the quarter at 0.15%.



Source: Bloomberg, as of 6/30/20.

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

1. Market Access – During the quarter, investment purchases for the portfolio included Federal Agencies, Municipal Bonds and Corporate Notes. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer’s portfolio consists of 192 separate fixed income investments, all of which are authorized by the State of California Government Code 53601 and the Investment Policy.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition							
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper	Supranationals	Municipal Bonds
14.3%	2.1%	20.5%	49.9%	9.0%	3.2%	0.9%	<0.1%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 84.7% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have a better than investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (14.3%) is rated in the higher levels of investment grade and all Federal Agency and Municipal holdings are rated AA. The Supranational (0.9%) is rated AAA. The credit quality of the Treasurer’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition								
AAA	AAAm	AA	A	A-1 (Short Term)	Aaf/S1+ (CalTRUST)	BBB+ (split rated)	Not Rated LAIF	Not Rated by S&P
0.9%	11.8%	62.8%	10.2%	4.7%	4.6%	0.5%	4.1%	0.3%

• Total may not equal 100% due to rounding

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County Treasury to meet withdrawal demands on invested assets, was actively managed during the April - June quarter. The portfolio’s average weighted maturity was 307 days, and the Treasurer maintained \$375M (21%) in overnight investments to provide immediate liquidity to be able to react quickly to unanticipated needs or opportunities in the current volatile environment. In addition, the Treasurer maintained \$851M (47%) in securities with maturities under a year to provide additional enhanced liquidity.

**PORTFOLIO CHARACTERISTICS**

	<u>March 31, 2020</u>	<u>June 30, 2020</u>
Total Assets	\$1,817,425,030.14	\$1,805,293,911.87
Market Value	\$1,814,484,769.93	\$1,803,857,359.57
Days to Maturity	278	307
Yield	2.25%	1.89%
Estimated Earnings	\$10,116,975.49	\$9,031,433.43

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

# Exhibit B

CONSENT E

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Certificates of Deposit - Bank</b>												
83369XDL9	12356	SOCIETE GENERALE NY		02/19/2020	260,000.00	260,000.00	260,000.00	1.800	A1	A	1.800	02/14/2022
83369XDL9	12357	SOCIETE GENERALE NY		02/19/2020	10,000,000.00	10,000,000.00	10,000,000.00	1.800	A1	A	1.800	02/14/2022
<b>Subtotal and Average</b>			<b>10,260,000.00</b>		<b>10,260,000.00</b>	<b>10,260,000.00</b>	<b>10,260,000.00</b>				<b>1.800</b>	
<b>Money Market Accts - GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM			7,228,792.71	7,228,792.71	7,228,792.71	0.010			0.010	
SYS11830	11830	Federated		07/01/2019	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			100,000.00	100,000.00	100,000.00	0.114	Aaa	AAA	0.114	
<b>Subtotal and Average</b>			<b>7,325,901.04</b>		<b>7,328,792.71</b>	<b>7,328,792.71</b>	<b>7,328,792.71</b>				<b>0.011</b>	
<b>State Pool - GC 16429.1</b>												
SYS11361	11361	LAIF			75,000,000.00	75,000,000.00	75,000,000.00	2.020			2.020	
<b>Subtotal and Average</b>			<b>75,000,000.00</b>		<b>75,000,000.00</b>	<b>75,000,000.00</b>	<b>75,000,000.00</b>				<b>2.020</b>	
<b>CALTRUST/CAMP - GC 53601(p)</b>												
SYS11801	11801	CalTrust			48,800,000.00	48,800,000.00	48,800,000.00	1.090	Aaa	AAA	1.090	
SYS11802	11802	CalTrust			1,000,000.00	1,000,000.00	1,000,000.00	0.100	Aaa	AAA	0.100	
SYS12296	11803	CalTrust			20,000,000.00	20,000,000.00	20,000,000.00	0.497			0.497	
SYS12211	12211	CalTrust			13,900,000.00	13,900,000.00	13,900,000.00	0.236			0.236	
SYS12219	12219	CalTrust			330,965.99	330,965.99	330,965.99	0.237			0.237	
SYS10379	10379	Calif. Asset Mgmt			208,550,000.00	208,550,000.00	208,550,000.00	0.515		AAA	0.515	
SYS11961	11961	Calif. Asset Mgmt		07/01/2019	0.00	0.00	0.00	0.658		AAA	0.658	
<b>Subtotal and Average</b>			<b>434,853,443.38</b>		<b>292,580,965.99</b>	<b>292,580,965.99</b>	<b>292,580,965.99</b>				<b>0.595</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	704.694			704.694	
<b>Subtotal and Average</b>			<b>1.00</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>				<b>704.694</b>	
<b>SWEEP ACCOUNT - CUSTOM</b>												
SYS12138	12138	Morgan Stanley			104,152.17	104,152.17	104,152.17	0.061			0.061	
<b>Subtotal and Average</b>			<b>151,505.20</b>		<b>104,152.17</b>	<b>104,152.17</b>	<b>104,152.17</b>				<b>0.061</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
88579YAX9	12247	MMM COMPANY		01/11/2019	250,000.00	244,500.20	244,500.20	2.250			3.123	03/15/2023

Data Updated: SET\_001: 07/02/2020 12:49

Run Date: 07/02/2020 - 12:53

PGUSD

Regular Meeting of August 20, 2020

Portfolio INVT

AP

PM (PRF\_PM2) 7.3.0

26

Report Ver. 7.3.6.1

# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
88579YBF7	12334	MMM COMPANY		11/27/2019	3,440,000.00	3,491,701.43	3,491,701.43	2.750	A1	AA-	1.825	03/01/2022
88579YBF7	12348	MMM COMPANY		01/15/2020	5,000,000.00	5,077,663.19	5,077,663.19	2.750	A1	AA-	1.795	03/01/2022
88579YBH3	12359	MMM COMPANY		02/24/2020	130,000.00	131,001.24	131,001.24	2.000	A1	AA-	1.825	02/14/2025
023135AM8	12301	Amazon		05/31/2019	4,500,000.00	4,551,249.33	4,551,249.33	3.300	A3	AA-	2.472	12/05/2021
023135AW6	12317	Amazon		09/03/2019	200,000.00	203,165.94	203,165.94	2.400	A3	AA-	1.936	02/22/2023
023135BP0	12375	Amazon		06/03/2020	5,415,000.00	5,407,615.54	5,407,615.54	0.400			0.447	06/03/2023
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	249,906.25	249,906.25	2.500	A3	BBB+	2.519	08/01/2022
0258MOEB1	12323	American Express Credit		10/28/2019	4,000,000.00	4,012,115.54	4,012,115.54	2.250	A2	A-	1.863	05/05/2021
037833CQ1	12151	Apple Inc Corp Notes		08/17/2017	250,000.00	250,539.66	250,539.66	2.300	Aa1	AA+	2.177	05/11/2022
037833AR1	12268	Apple Inc Corp Notes		02/22/2019	3,825,000.00	3,829,496.06	3,829,496.06	2.850	Aa1	AA+	2.705	05/06/2021
037833CC2	12284	Apple Inc Corp Notes		04/09/2019	5,000,000.00	4,946,839.10	4,946,839.10	1.550	Aa1	AA+	2.559	08/04/2021
037833DV9	12383	Apple Inc Corp Notes		06/30/2020	5,000,000.00	5,049,601.84	5,049,601.84	0.750	Aa1	AA+	0.401	05/11/2023
05531FAV5	12153	BB&T Corporation		08/21/2017	250,000.00	249,894.42	249,894.42	2.050	A2	A-	2.101	05/10/2021
05531FAZ6	12325	BB&T Corporation		11/19/2019	5,000,000.00	5,006,003.47	5,006,003.47	2.150	A2	A-	1.940	02/01/2021
06406FAD5	12371	Bank of New York Mellon Corp		05/21/2020	125,000.00	129,620.71	129,620.71	2.200	A1	A	0.932	08/16/2023
06051GGE3	12202	Bank of America Corp		06/07/2018	250,000.00	247,930.45	247,930.45	3.124	A3	A-	3.477	01/20/2023
06051GFW4	12234	Bank of America Corp		12/14/2018	5,000,000.00	4,966,070.53	4,966,070.53	2.625	Baa1	BBB+	3.515	04/19/2021
06051GGY9	12332	Bank of America Corp		11/27/2019	5,000,000.00	5,027,086.08	5,027,086.08	2.738	A2	A-	2.379	01/23/2022
084664BT7	12182	Berkshire Hathaway Finance		03/12/2018	250,000.00	250,228.70	250,228.70	3.000	Aa2	AA	2.947	05/15/2022
084664BT7	12291	Berkshire Hathaway Finance		04/26/2019	8,625,000.00	8,700,799.70	8,700,799.70	3.000	Aa2	AA	2.509	05/15/2022
14913Q2E8	12183	CATERPILLAR FINL SERVC		03/12/2018	250,000.00	246,775.05	246,775.05	2.550	A3	A	3.129	11/29/2022
14913Q2G3	12276	CATERPILLAR FINL SERVC		03/15/2019	6,125,000.00	6,132,692.32	6,132,692.32	2.900	A3	A	2.716	03/15/2021
14913Q2W8	12346	CATERPILLAR FINL SERVC		01/14/2020	5,000,000.00	5,037,390.06	5,037,390.06	2.650	A3	A	1.783	05/17/2021
166764AY6	12208	Chevron Corp. Global		06/25/2018	2,155,000.00	2,151,035.60	2,151,035.60	2.419	Aa2	AA-	2.926	11/17/2020
16764BV1	12368	Chevron Corp. Global		05/11/2020	75,000.00	75,000.00	75,000.00	1.141			1.141	05/11/2023
17275RBD3	12150	Cisco Systems Inc Corp		08/17/2017	250,000.00	250,401.84	250,401.84	2.200	A1	AA-	1.946	02/28/2021
17275RBD3	12302	Cisco Systems Inc Corp		05/31/2019	5,000,000.00	4,991,772.93	4,991,772.93	2.200	A1	AA-	2.456	02/28/2021
172967LC3	12307	Citibank		06/07/2019	3,840,000.00	3,859,037.54	3,859,037.54	2.900	A3	BBB+	2.530	12/08/2021
172967GL9	12308	Citibank		07/12/2019	250,000.00	255,390.37	255,390.37	3.375	A3	BBB+	2.523	03/01/2023
172967KK6	12326	Citibank		11/19/2019	5,000,000.00	5,024,763.34	5,024,763.34	2.700	A3	BBB+	2.024	03/30/2021
191216BG4	12250	Coca- Cola Co		01/14/2019	5,000,000.00	4,994,139.10	4,994,139.10	2.450	A1	A+	2.812	11/01/2020
191216AV2	12288	Coca- Cola Co		04/09/2019	4,980,000.00	5,019,866.58	5,019,866.58	3.300	Aa3	A+	2.587	09/01/2021
254687FK7	12319	The Walt Disney Copr		09/06/2019	240,000.00	239,213.47	239,213.47	1.750			1.851	08/30/2024
369550AR9	12237	General Dynamics Corp		12/14/2018	10,000,000.00	10,060,097.10	10,060,097.10	3.875	A2	A+	3.266	07/15/2021
38145GAG5	12205	Goldman Sachs		06/07/2018	250,000.00	246,456.61	246,456.61	2.350	A3	BBB+	3.454	11/15/2021
437076AW2	12235	Home Depot Inc		12/14/2018	2,750,000.00	2,772,526.39	2,772,526.39	4.400	A2	A	3.256	04/01/2021



# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
438516BW5	12370	Honeywell Internatioanl		05/20/2020	100,000.00	105,153.62	105,153.62	2.300	A2	A	0.995	08/15/2024
02665WBF7	12286	American Honda Finance		04/09/2019	5,000,000.00	4,948,411.38	4,948,411.38	1.650	A1	A+	2.688	07/12/2021
02665WCZ2	12318	American Honda Finance		09/03/2019	200,000.00	202,865.37	202,865.37	2.400			2.021	06/27/2024
02665WDF5	12333	American Honda Finance		11/27/2019	5,000,000.00	4,999,809.91	4,999,809.91	1.950	A2	A	1.952	05/20/2022
4581X0DB1	12191	Inter-America Devel BK		04/19/2018	285,000.00	284,832.80	284,832.80	2.625	Aaa		2.687	04/19/2021
44932HAH6	12181	IBM Corp Notes		03/12/2018	250,000.00	248,697.41	248,697.41	3.000	A1	A+	3.218	02/06/2023
24422EUA5	12180	John Deere Capital Corp		03/12/2018	250,000.00	247,055.10	247,055.10	2.700	A2	A	3.209	01/06/2023
24422ETB5	12278	John Deere Capital Corp		03/22/2019	5,000,000.00	4,998,187.15	4,998,187.15	2.450	A2	A	2.641	09/11/2020
24422EVH9	12374	John Deere Capital Corp		06/04/2020	3,340,000.00	3,337,327.76	3,337,327.76	0.700	A2	A	0.726	07/05/2023
24422EVH9	12382	John Deere Capital Corp		06/30/2020	5,000,000.00	5,021,929.77	5,021,929.77	0.700	A2	A	0.553	07/05/2023
46625HHU7	12157	JP Morgan Chase		08/21/2017	250,000.00	251,473.56	251,473.56	4.250	A3	A-	2.129	10/15/2020
46623EKG3	12324	JP Morgan Chase		11/13/2019	5,000,000.00	5,006,424.37	5,006,424.37	2.295	A2	A-	2.177	08/15/2021
46625HJD3	12329	JP Morgan Chase		11/18/2019	5,000,000.00	5,187,738.30	5,187,738.30	4.500	A2	A-	2.032	01/24/2022
46625HJD3	12341	JP Morgan Chase		12/17/2019	5,000,000.00	5,188,720.28	5,188,720.28	4.500	A2	A-	2.022	01/24/2022
57636QAB0	12282	MASTERCARD INC		04/04/2019	250,000.00	255,891.69	255,891.69	3.375	A2	A+	2.699	04/01/2024
58933YAQ8	12316	MERCK & CO INC		09/03/2019	10,000,000.00	10,097,380.27	10,097,380.27	2.350	A1	AA	1.729	02/10/2022
594918BX1	12363	MICROSOFT CORP		03/11/2020	125,000.00	131,934.70	131,934.70	2.875	Aaa	AAA	1.289	02/06/2024
68389XBB0	12148	Oracle Corp		08/17/2017	250,000.00	251,161.15	251,161.15	2.500	A1	AA-	2.471	05/15/2022
742718EN5	12154	Procter & Gamble Co		08/21/2017	250,000.00	249,922.21	249,922.21	1.850	Aa3	AA-	1.905	02/02/2021
742718EN5	12253	Procter & Gamble Co		01/15/2019	3,475,000.00	3,457,599.59	3,457,599.59	1.850	Aa3	AA-	2.734	02/02/2021
713448DX3	12236	Pepsico Inc Corp Note		12/14/2018	3,800,000.00	3,766,225.27	3,766,225.27	2.000	A1	A+	3.177	04/15/2021
713448DX3	12249	Pepsico Inc Corp Note		01/14/2019	5,000,000.00	4,966,749.94	4,966,749.94	2.000	A1	A+	2.876	04/15/2021
713448EY0	12367	Pepsico Inc Corp Note		05/01/2020	60,000.00	59,887.80	59,887.80	0.750			0.817	05/01/2023
717081ES8	12280	PFIZER INC		04/04/2019	250,000.00	252,222.71	252,222.71	2.950	A1	AA	2.692	03/15/2024
717081DR1	12303	PFIZER INC		06/04/2019	5,000,000.00	5,016,811.92	5,016,811.92	5.200	A1	AA	2.190	08/12/2020
717081DZ3	12315	PFIZER INC		09/03/2019	5,000,000.00	5,028,271.78	5,028,271.78	2.200	A1	AA	1.801	12/15/2021
69353RFT0	12360	PNC Bank NA		02/25/2020	4,130,000.00	4,130,000.00	4,130,000.00	1.743		A	1.743	02/24/2023
808513AW5	12196	Charles Schwab Corp		05/22/2018	160,000.00	159,998.58	159,998.58	3.250	A2		3.251	05/21/2021
857477AS2	12158	State Street Corp		08/21/2017	250,000.00	250,213.62	250,213.62	2.550	A1	A	1.874	08/18/2020
857477AS2	12266	State Street Corp		02/19/2019	2,125,000.00	2,124,414.46	2,124,414.46	2.550	A1	A	2.767	08/18/2020
857477AV5	12267	State Street Corp		02/22/2019	8,723,000.00	8,650,575.75	8,650,575.75	1.950	A1	A	2.927	05/19/2021
857477AV5	12269	State Street Corp		02/22/2019	1,300,000.00	1,289,186.03	1,289,186.03	1.950	A1	A	2.929	05/19/2021
857477AV5	12304	State Street Corp		06/04/2019	5,000,000.00	4,985,182.55	4,985,182.55	1.950	A1	A	2.295	05/19/2021
89236TCQ6	12165	Toyota Motor Corporation		08/22/2017	250,000.00	252,724.74	252,724.74	2.800	Aa3	AA-	2.231	07/13/2022
89233P5T9	12231	Toyota Motor Corporation		12/07/2018	5,000,000.00	4,998,492.78	4,998,492.78	3.300	Aa3	AA-	3.320	01/12/2022
89236TEU5	12279	Toyota Motor Corporation		03/22/2019	5,000,000.00	5,013,015.38	5,013,015.38	2.950	Aa3	AA-	2.606	04/13/2021



# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
89233P5F9	12311	Toyota Motor Corporation		07/18/2019	5,000,000.00	5,069,959.46	5,069,959.46	3.400	Aa3	AA-	2.204	09/15/2021
89236TGJ8	12347	Toyota Motor Corporation		01/15/2020	5,000,000.00	5,002,492.60	5,002,492.60	1.800	Aa3	AA-	1.759	10/07/2021
89236TGT6	12358	Toyota Motor Corporation		02/21/2020	130,000.00	129,743.19	129,743.19	1.800	Aa3	AA-	1.845	02/13/2025
882508AY0	12298	Texas Instruments INC		05/30/2019	4,400,000.00	4,410,183.88	4,410,183.88	2.750	A1	A+	2.392	03/12/2021
904764BG1	12369	Unilever Capital Corp		05/20/2020	60,000.00	64,832.96	64,832.96	3.250	A1	A+	0.968	03/07/2024
911312BP0	12170	UNITED PARCEL SERVICE		11/14/2017	200,000.00	199,929.89	199,929.89	2.050	A1		2.099	04/01/2021
91159HHA1	12152	US BANCORP		08/17/2017	250,000.00	255,213.16	255,213.16	4.125	A1	A+	2.215	08/24/2021
91159HHL7	12300	US BANCORP		05/31/2019	4,287,000.00	4,283,749.34	4,283,749.34	2.350	A1	A+	2.484	01/29/2021
91159HHX1	12313	US BANCORP		08/06/2019	200,000.00	200,997.35	200,997.35	2.400			2.270	07/30/2024
91159HHC7	12322	US BANCORP		10/28/2019	3,500,000.00	3,562,388.70	3,562,388.70	3.000	A1	A+	1.888	03/15/2022
92826CAC6	12203	Visa Inc		06/07/2018	250,000.00	247,856.27	247,856.27	2.800	A1	A+	3.178	12/14/2022
931142EJ8	12223	Walmart Inc		10/31/2018	10,000,000.00	10,003,068.91	10,003,068.91	3.125	Aa2	AA	3.091	06/23/2021
<b>Subtotal and Average</b>			<b>240,540,673.09</b>		<b>251,275,000.00</b>	<b>252,226,493.09</b>	<b>252,226,493.09</b>				<b>2.310</b>	
<b>Negotiable CDs - GC 53601(i)</b>												
22535CDU2	12281	Credit Agricole CIB NY		04/04/2019	250,000.00	250,000.00	250,000.00	2.830	A1	A+	2.869	04/02/2021
55379WZT6	12272	MUFG Bank LTD/NY		02/28/2019	10,000,000.00	10,000,000.00	10,000,000.00	2.970		A-1	3.020	02/26/2021
55379WZT6	12273	MUFG Bank LTD/NY		02/28/2019	250,000.00	250,000.00	250,000.00	2.970		A-1	2.970	02/26/2021
867914BM4	12340	SUNTRUST BANKS INC		12/16/2019	5,000,000.00	5,046,187.39	5,046,187.39	2.700	A3	A-	2.072	01/27/2022
87019U6D6	12172	Swedbank		11/17/2017	18,000,000.00	17,902,800.00	18,000,000.00	2.270			2.270	11/16/2020
<b>Subtotal and Average</b>			<b>33,549,805.72</b>		<b>33,500,000.00</b>	<b>33,448,987.39</b>	<b>33,546,187.39</b>				<b>2.473</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
09659BHB9	12327	BNP Paribas NY		11/18/2019	10,000,000.00	9,979,044.44	9,979,044.44	1.840	P-1	A-1	1.889	08/11/2020
09659BHR4	12361	BNP Paribas NY		02/28/2020	12,600,000.00	12,573,050.00	12,573,050.00	1.400	P-1	A-1	1.410	08/25/2020
22533TGF7	12328	Credit Agricole CIB NY		11/18/2019	25,000,000.00	24,982,208.33	24,982,208.33	1.830	P-1	A-1	1.875	07/15/2020
62479LH40	12351	MUFG Bank LTD/NY		02/04/2020	10,000,000.00	9,984,511.11	9,984,511.11	1.640	P-1	A-1	1.654	08/04/2020
<b>Subtotal and Average</b>			<b>85,213,988.30</b>		<b>57,600,000.00</b>	<b>57,518,813.88</b>	<b>57,518,813.88</b>				<b>1.737</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3130AF5B9	12222	Federal Home Loan Bank		10/12/2018	10,000,000.00	9,998,719.44	9,998,719.44	3.000			3.011	10/12/2021
3130AEWA4	12243	Federal Home Loan Bank		01/03/2019	10,000,000.00	10,001,490.45	10,001,490.45	2.625	Aaa	AA+	2.563	10/01/2020
3130AFW94	12264	Federal Home Loan Bank		02/15/2019	370,000.00	369,051.52	369,051.52	2.500			2.576	02/13/2024
3137EAEL9	12242	Federal Home Loan Mtg Corp		01/03/2019	10,000,000.00	9,990,386.63	9,990,386.63	2.375	Aaa	AA+	2.533	02/16/2021
3134GVS74	12376	Federal Home Loan Mtg Corp		06/17/2020	25,000,000.00	25,000,000.00	25,000,000.00	0.520			0.520	06/16/2023
3134GVT24	12377	Federal Home Loan Mtg Corp		06/22/2020	25,000,000.00	25,000,000.00	25,000,000.00	0.360			0.360	12/22/2022

# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3137EAES4	12384	Federal Home Loan Mtg Corp		06/30/2020	25,000,000.00	24,962,285.08	24,962,285.08	0.250	Aaa	AA+	0.301	06/26/2023
3135G0V34	12263	Federal National Mtg Assn		02/08/2019	335,000.00	334,102.63	334,102.63	2.500			2.580	02/05/2024
3135G03U5	12366	Federal National Mtg Assn		04/24/2020	470,000.00	469,067.88	469,067.88	0.625	Aaa	AA+	0.667	04/22/2025
3135G04Q3	12372	Federal National Mtg Assn		05/22/2020	240,000.00	239,303.69	239,303.69	0.250	Aaa	AA+	0.351	05/22/2023
3135G03U5	12373	Federal National Mtg Assn		06/03/2020	450,000.00	452,736.73	452,736.73	0.625	Aaa	AA+	0.497	04/22/2025
3135G04R1	12378	Federal National Mtg Assn		06/18/2020	25,000,000.00	24,996,296.12	24,996,296.12	0.500		AA+	0.505	05/25/2023
3135G04Z3	12380	Federal National Mtg Assn		06/19/2020	545,000.00	543,879.38	543,879.38	0.500			0.542	06/17/2025
3135G04Q3	12381	Federal National Mtg Assn		06/30/2020	31,000,000.00	30,983,276.07	30,983,276.07	0.250	Aaa	AA+	0.269	05/22/2023
<b>Subtotal and Average</b>			<b>41,863,480.21</b>		<b>163,410,000.00</b>	<b>163,340,595.62</b>	<b>163,340,595.62</b>				<b>0.822</b>	
<b>US Treasury Note-GC 53601(b)</b>												
912828H86	12160	U.S. Treasury		08/18/2017	2,000,000.00	1,993,355.25	1,993,355.25	1.500	Aaa		1.719	01/31/2022
912828T67	12161	U.S. Treasury		08/18/2017	2,000,000.00	1,988,846.19	1,988,846.19	1.250	Aaa	AA+	1.685	10/31/2021
912828Q78	12162E	U.S. Treasury		08/18/2017	1,455,000.00	1,452,284.87	1,452,284.87	1.375	Aaa		1.607	04/30/2021
9128282P4	12179A	U.S. Treasury		03/12/2018	780,000.00	768,682.06	768,682.06	1.875	Aaa		2.617	07/31/2022
912828Z22	12217	U.S. Treasury		09/14/2018	5,375,000.00	5,357,913.81	5,357,913.81	1.625			2.760	10/15/2020
912828A83	12220	U.S. Treasury		10/01/2018	21,000,000.00	20,953,065.55	20,953,065.55	2.375	Aaa		2.838	12/31/2020
9128284B3	12224	U.S. Treasury		10/31/2018	10,100,000.00	10,066,982.38	10,066,982.38	2.375	Aaa		2.858	03/15/2021
912828B58	12225	U.S. Treasury		10/31/2018	20,000,000.00	19,917,117.25	19,917,117.25	2.125	Aaa		2.861	01/31/2021
9128284D9	12226	U.S. Treasury		11/07/2018	850,000.00	838,774.59	838,774.59	2.500	Aaa		3.017	03/31/2023
912828F21	12228	U.S. Treasury		11/30/2018	20,330,000.00	20,158,207.82	20,158,207.82	2.125	Aaa		2.834	09/30/2021
912828WN6	12229	U.S. Treasury		11/30/2018	15,160,000.00	15,050,381.10	15,050,381.10	2.000	Aaa	AA+	2.824	05/31/2021
9128284W7	12230	U.S. Treasury		11/30/2018	15,000,000.00	14,986,397.24	14,986,397.24	2.750	Aaa		2.834	08/15/2021
912828XM7	12233	U.S. Treasury		12/14/2018	20,000,000.00	19,981,486.34	19,981,486.34	1.625	Aaa		2.784	07/31/2020
912828B90	12239	U.S. Treasury		12/14/2018	20,000,000.00	19,901,368.88	19,901,368.88	2.000	Aaa		2.772	02/28/2021
912828Q37	12240	U.S. Treasury		12/14/2018	19,600,000.00	19,389,238.42	19,389,238.42	1.250	Aaa	AA+	2.744	03/31/2021
9128282Q2	12241	U.S. Treasury		12/18/2018	25,550,000.00	25,513,092.03	25,513,092.03	1.500	Aaa	AA+	2.705	08/15/2020
9128283G3	12244	U.S. Treasury		01/08/2019	11,240,000.00	11,207,391.99	11,207,391.99	1.750	Aaa		2.547	11/15/2020
912828T91	12245	U.S. Treasury		01/11/2019	500,000.00	485,472.67	485,472.67	1.625	Aaa		2.557	10/31/2023
912828VB3	12246	U.S. Treasury		01/11/2019	785,000.00	767,928.42	767,928.42	1.750	Aaa		2.555	05/15/2023
912828WC0	12248	U.S. Treasury		01/14/2019	20,200,000.00	20,146,584.32	20,146,584.32	1.750	Aaa		2.566	10/31/2020
9128285R7	12251	U.S. Treasury		01/15/2019	21,750,000.00	21,783,528.06	21,783,528.06	2.625	Aaa		2.514	12/15/2021
9128283Q1	12252A	U.S. Treasury		01/15/2019	10,000,000.00	9,971,115.12	9,971,115.12	2.000			2.550	01/15/2021
9128283L2	12254	U.S. Treasury		01/31/2019	25,250,000.00	25,171,976.25	25,171,976.25	1.875	Aaa		2.572	12/15/2020
9128282Z2	12257	U.S. Treasury		01/31/2019	25,300,000.00	25,234,084.97	25,234,084.97	1.625			2.549	10/15/2020
912828L65	12258	U.S. Treasury		01/31/2019	25,500,000.00	25,427,394.92	25,427,394.92	1.375	Aaa	AA+	2.551	09/30/2020

# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
9128284B3	12259	U.S. Treasury		01/31/2019	25,000,000.00	24,975,680.56	24,975,680.56	2.375	Aaa		2.517	03/15/2021
912828V23	12260C	U.S. Treasury		01/31/2019	500,000.00	494,938.29	494,938.29	2.250	Aaa		2.560	12/31/2023
912828U57	12261	U.S. Treasury		02/08/2019	500,000.00	494,035.96	494,035.96	2.125	Aaa		2.498	11/30/2023
912828P38	12262	U.S. Treasury		02/08/2019	700,000.00	687,298.05	687,298.05	1.750	Aaa		2.492	01/31/2023
9128284G2	12265	U.S. Treasury		02/19/2019	17,785,000.00	17,765,399.16	17,765,399.16	2.375	Aaa		2.519	04/15/2021
912828B90	12270	U.S. Treasury		02/26/2019	29,000,000.00	28,904,256.48	28,904,256.48	2.000	Aaa		2.514	02/28/2021
912828C57	12271	U.S. Treasury		02/27/2019	10,000,000.00	9,982,669.15	9,982,669.15	2.250	Aaa		2.489	03/31/2021
9128286G0	12274	U.S. Treasury		03/07/2019	400,000.00	397,507.34	397,507.34	2.375	Aaa		0.000	02/29/2024
912828WG1	12277	U.S. Treasury		03/18/2019	10,000,000.00	9,984,249.34	9,984,249.34	2.250	Aaa		2.445	04/30/2021
912828Q78	12283	U.S. Treasury		04/05/2019	10,000,000.00	9,922,972.47	9,922,972.47	1.375	Aaa		2.332	04/30/2021
912828QN3	12285	U.S. Treasury		04/09/2019	24,600,000.00	24,759,362.78	24,759,362.78	3.125	Aaa		2.357	05/15/2021
912828Q2	12289	U.S. Treasury		04/15/2019	17,675,000.00	17,655,008.67	17,655,008.67	1.500	Aaa	AA+	2.437	08/15/2020
912828VP2	12290	U.S. Treasury		04/23/2019	10,000,000.00	9,996,622.98	9,996,622.98	2.000	Aaa	AA+	2.419	07/31/2020
912828VP2	12293	U.S. Treasury		04/26/2019	25,000,000.00	24,992,580.66	24,992,580.66	2.000	Aaa	AA+	2.368	07/31/2020
912828L65	12295	U.S. Treasury		04/26/2019	25,300,000.00	25,239,127.17	25,239,127.17	1.375	Aaa	AA+	2.365	09/30/2020
912828WN6	12297	U.S. Treasury		05/17/2019	20,000,000.00	19,957,619.55	19,957,619.55	2.000	Aaa	AA+	2.238	05/31/2021
912828WJ5	12305	U.S. Treasury		06/06/2019	500,000.00	510,587.87	510,587.87	2.500	Aaa	AA+	1.924	05/15/2024
912828S35	12309	U.S. Treasury		07/12/2019	750,000.00	740,510.84	740,510.84	1.375	Aaa	AA+	1.815	06/30/2023
912828S27	12310	U.S. Treasury		07/17/2019	20,000,000.00	19,856,219.36	19,856,219.36	1.125	Aaa	AA+	1.863	06/30/2021
912828S76	12312	U.S. Treasury		07/19/2019	20,000,000.00	19,845,910.79	19,845,910.79	1.125	Aaa	AA+	1.855	07/31/2021
912828T34	12314	U.S. Treasury		09/03/2019	30,000,000.00	29,849,134.23	29,849,134.23	1.125	Aaa	AA+	1.536	09/30/2021
912828Q29	12320	U.S. Treasury		09/06/2019	950,000.00	954,030.81	954,030.81	1.500	Aaa	AA+	1.341	03/31/2023
912828T67	12330	U.S. Treasury		11/18/2019	40,350,000.00	40,152,987.36	40,152,987.36	1.250	Aaa	AA+	1.624	10/31/2021
912828YM6	12331	U.S. Treasury		11/19/2019	170,000.00	168,819.71	168,819.71	1.500	Aaa	AA+	1.668	10/31/2024
912828U81	12335	U.S. Treasury		11/27/2019	25,000,000.00	25,144,806.99	25,144,806.99	2.000	Aaa	AA+	1.605	12/31/2021
912828S27	12336	U.S. Treasury		11/27/2019	25,000,000.00	24,874,576.43	24,874,576.43	1.125	Aaa	AA+	1.636	06/30/2021
912828RR3	12337	U.S. Treasury		11/27/2019	25,800,000.00	25,939,322.02	25,939,322.02	2.000	Aaa	AA+	1.599	11/15/2021
912828F6	12339	U.S. Treasury		12/16/2019	9,575,000.00	9,516,781.82	9,516,781.82	1.125	Aaa	AA+	1.656	08/31/2021
912828A2	12342	U.S. Treasury		12/19/2019	25,000,000.00	24,990,461.48	24,990,461.48	1.625	Aaa	AA+	1.663	06/30/2021
912828Q37	12343	U.S. Treasury		12/19/2019	25,000,000.00	24,927,083.33	24,927,083.33	1.250	Aaa	AA+	1.645	03/31/2021
912828M98	12344A	U.S. Treasury		12/19/2019	20,870,000.00	20,869,285.79	20,869,285.79	1.625	Aaa	AA+	1.633	11/30/2020
912828YT1	12345	U.S. Treasury		12/19/2019	24,900,000.00	24,854,798.81	24,854,798.81	1.500	Aaa	AA+	1.608	11/30/2021
912828YJ3	12349	U.S. Treasury		01/15/2020	11,800,000.00	11,784,505.41	11,784,505.41	1.500	Aaa	AA+	1.607	09/30/2021
912828Z52	12352	U.S. Treasury		02/05/2020	500,000.00	500,035.91	500,035.91	1.375	Aaa	AAA	1.373	01/31/2025
912828YM6	12353	U.S. Treasury		02/05/2020	500,000.00	502,537.78	502,537.78	1.500	Aaa	AA+	1.378	10/31/2024
912828YY0	12354A	U.S. Treasury		02/05/2020	370,000.00	376,036.42	376,036.42	1.750	Aaa	AA+	1.374	12/31/2024

# Exhibit B

CONSENT E

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments June 30, 2020

Page 7

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
912828ZC7	12362	U.S. Treasury		03/04/2020	400,000.00	405,359.85	405,359.85	1.125	Aaa	AA+	0.831	02/28/2025
912828ZR4	12379	U.S. Treasury		06/18/2020	25,000,000.00	24,964,526.92	24,964,526.92	0.125	Aaa	AA+	0.199	05/31/2022
<b>Subtotal and Average</b>			<b>968,268,087.96</b>		<b>898,620,000.00</b>	<b>896,450,319.04</b>	<b>896,450,319.04</b>				<b>2.189</b>	
<b>Supranationals</b>												
4581X0DM7	12365	INTER AMERICAN DEVEL BK		04/24/2020	270,000.00	269,913.74	269,913.74	0.500			0.511	05/24/2023
459058GA5	12195	INTL BK RECON & DEVELP		04/30/2018	15,000,000.00	14,973,463.86	14,973,463.86	1.626	Aaa	AAA	2.675	09/04/2020
<b>Subtotal and Average</b>			<b>20,999,472.66</b>		<b>15,270,000.00</b>	<b>15,243,377.60</b>	<b>15,243,377.60</b>				<b>2.637</b>	
<b>Municipal Bonds</b>												
13063DGA0	12192	California TXBL		04/25/2018	290,000.00	290,002.97	290,002.97	2.800	Aa3	AA-	2.799	04/01/2021
13063DUY2	12364	California TXBL		04/22/2020	55,000.00	64,858.11	64,858.11	5.000	Aa2		1.051	03/01/2025
<b>Subtotal and Average</b>			<b>340,047.52</b>		<b>345,000.00</b>	<b>354,861.08</b>	<b>354,861.08</b>				<b>2.479</b>	
<b>Total and Average</b>			<b>1,918,366,406.07</b>		<b>1,805,293,911.87</b>	<b>1,803,857,359.57</b>	<b>1,803,954,559.57</b>				<b>1.800</b>	

Data Updated: SET\_001: 07/02/2020 12:49

Run Date: 07/02/2020 - 12:53

PGUSD

Regular Meeting of August 20, 2020

Portfolio INVT

AP

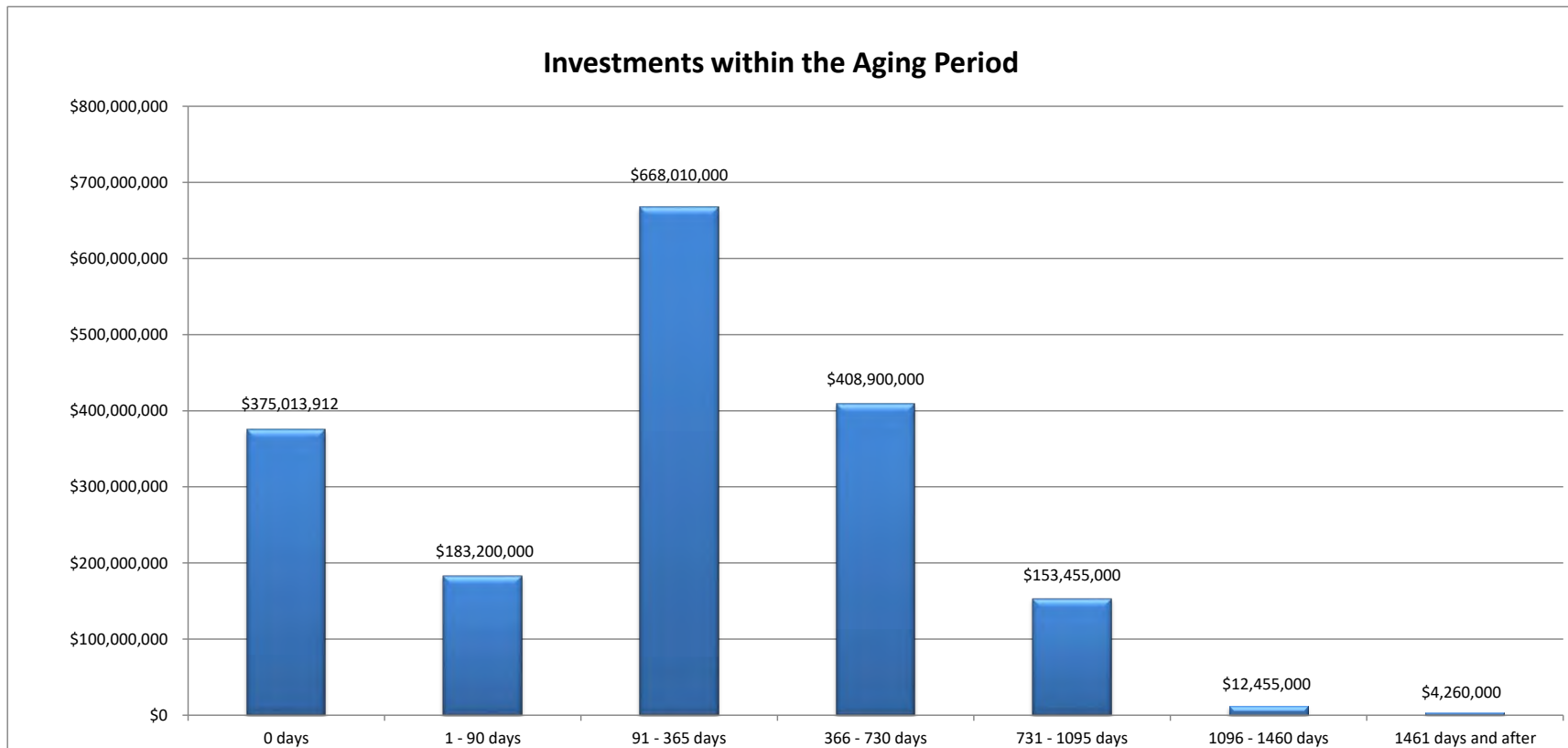
PM (PRF\_PM2) 7.3.0

32



### Exhibit C Monterey County Aging Report By Maturity Date As of July 01, 2020

			Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
<b>Aging Interval:</b>	<b>0 days</b>	<b>( 07/01/2020 - 07/01/2020 )</b>				
			14 Maturities	375,013,911.87	20.79%	375,013,911.87
<b>Aging Interval:</b>	<b>1 - 90 days</b>	<b>( 07/02/2020 - 09/29/2020 )</b>				
			14 Maturities	183,200,000.00	10.15%	183,020,695.57
<b>Aging Interval:</b>	<b>91 - 365 days</b>	<b>( 09/30/2020 - 07/01/2021 )</b>				
			63 Maturities	668,010,000.00	36.94%	666,427,738.21
<b>Aging Interval:</b>	<b>366 - 730 days</b>	<b>( 07/02/2021 - 07/01/2022 )</b>				
			43 Maturities	408,900,000.00	22.69%	409,346,044.90
<b>Aging Interval:</b>	<b>731 - 1095 days</b>	<b>( 07/02/2022 - 07/01/2023 )</b>				
			29 Maturities	153,455,000.00	8.50%	153,374,406.43
<b>Aging Interval:</b>	<b>1096 - 1460 days</b>	<b>( 07/02/2023 - 06/30/2024 )</b>				
			15 Maturities	12,455,000.00	0.69%	12,482,321.95
<b>Aging Interval:</b>	<b>1461 days and after</b>	<b>( 07/01/2024 - )</b>				
			14 Maturities	4,260,000.00	0.24%	4,289,440.64
<b>Total for 192 Investments</b>			<b>1,805,293,911.87</b>	<b>100.00</b>	<b>1,803,954,559.57</b>	<b>1,803,857,359.57</b>



- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Pacific Grove High School California Interscholastic Federation (CIF) School Representatives

**DATE:** August 20, 2020

**PERSON(S) RESPONSIBLE:** Lito M. Garcia, Pacific Grove High School Principal

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve Pacific Grove High School Principal Lito M. Garcia, Assistant Principal Shane Steinback, and Athletic Director Lauralea Gaona as the 2020.2021 California Interscholastic Federation (CIF) representatives for Pacific Grove High School.

**BACKGROUND:**

The California Interscholastic Federation (CIF) requires each year that each school send a list of employees that can represent the school for official CIF business such as league meetings, section meetings, and State meetings.

**INFORMATION:**

This form lists the following personnel as representatives for PGHS:

- Lito M. Garcia
- Shane Steinback
- Lauralea Gaona

**FISCAL IMPACT:**

There is no cost associated with this form.

**2020-2021 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2020.**

Pacific Grove USD School District/Governing Board at its Aug20, 2020 meeting,  
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2020-2021 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**


NAME OF SCHOOL Pacific Grove High School  
 NAME OF REPRESENTATIVE Lito Garcia POSITION Principal  
 ADDRESS 615 Sunset Dr CITY Pacific Grove ZIP 93950  
 PHONE 831-646-6590 FAX \_\_\_\_\_ E-MAIL lgarcia@pgusd.org

NAME OF SCHOOL Pacific Grove High School  
 NAME OF REPRESENTATIVE Shane Steinback POSITION Assistant Principal  
 ADDRESS 615 Sunset Dr. CITY Pacific Grove ZIP 93950  
 PHONE 831-646-6590 FAX \_\_\_\_\_ E-MAIL ssteinback@pgusd.org

NAME OF SCHOOL Pacific Grove High School  
 NAME OF REPRESENTATIVE Lauralea Gaona POSITION Athletic Director  
 ADDRESS 615 Sunset Dr. CITY Pacific Grove ZIP 93950  
 PHONE 831-646-6590 FAX \_\_\_\_\_ E-MAIL lgaona@pgusd.org

NAME OF SCHOOL \_\_\_\_\_  
 NAME OF REPRESENTATIVE \_\_\_\_\_ POSITION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Ralph G. Porrot Signature   
 Address 435 Hillcrest Ave City Pacific Grove zip 93950  
 Phone 831-646-10520 Fax 831-646-8418

**PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
 SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.**

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

**SUBJECT:** Contract for Services with Casey Printing at Pacific Grove Adult School

**DATE:** August 20, 2020

**PERSON(S) RESPONSIBLE:** Barbara Martinez, Principal, Pacific Grove Adult School;  
Eric Saavedra, Adult School Coordinator, Pacific Grove Adult School

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the contract for service with Casey Printing to provide printing and delivery of the Adult School’s Registration & Class Informational Postcards for the 2020-21 school year.

**BACKGROUND:**

Pacific Grove Adult School distributes registration and class information to Pacific Grove residents and surrounding communities four times yearly – fall, winter, spring, and summer.

The Adult School conducted a competitive bidding process for print and delivery of a 6.25 X 9” informational postcards for the 2020-21 school year. The school received bids from Wesco Graphics, Silicon Valley Graphics as well as Casey Printing. Casey Printing’s bid was the lowest among the three companies.

In recent years the Adult School has contracted for an accordion style brochure. The switch to the informational postcard will save the save the Adult School approximately \$8,550 in annual printing and mailing costs.

**INFORMATION:**

Pacific Grove Adult School requests to contract services with Casey Printing to print and deliver to USPS the registration and class informational postcards four times per year. Postcards change with each ten-week session as new classes are offered and others are dropped.

**FISCAL IMPACT:**

The fiscal impact to Fund 11 is \$2,825.00 four times per year for an approximate total of \$11,300.00 This item has been budgeted from Fund 11 for the 2020-21 school year.



**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 Casey Printing Inc. for services rendered as specified below.

**1. Scope of Service:**

To provide: Print and deliver Registration and Information Postcards to USPS and Adult School Office each session. (Minimum of 4 times per year.

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

To provide printing and delivery of postcards.

**3. Length of the Contract:**

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

Dates vary throughout the year. Contract for July 1, 2020 thru June 30, 2021

**4. Financial Consideration:**

Consultant to be paid at the rate of:

Approx: \$2825.00 four times per year (\$ varies by postal route and need.)(\$ per hr/day/other)

For a month(hours/days/other)Varies

School Funding Source: Adult School Fund 11

Account Code: Varies with each session.

Consultant (Please print) Casey Printing Inc.

Address 398 E. San Antonio Dr. King City, CA 93930 Phone: 831-385-3222

Signed \_\_\_\_\_ Date *Click or tap to enter a date.*

Email *Click or tap here to enter text.*

District Employee       Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site/Program Administrator (Check appropriate box below)

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

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

Attached Criteria Page (REQUIRED) identifies reason.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

### Contract for Services Criteria

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

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

\_\_\_\_\_  
District/Site Administrator

\_\_\_\_\_  
Date

Ref: Contract for Services Criteria

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

**SUBJECT:** 2020-2021 Consolidated Application for Funding, Part 1

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The Administration recommends approving the 2020-2021 Consolidated Application for Funding, Part 1 as presented.

**BACKGROUND:**

The Consolidated application is used by the California Department of Education to distribute categorical funds and collect fiscal information. The filing of Part 1 declares the district’s intention to participate in the specified categorical programs listed below and to follow the guidelines and requirements of each program. Additionally, the California Department of Education uses Part 1 to collect data and determine fiscal allocations for programs such as Title I Part A, Title II Teacher quality and Title III Limited English Proficient. Information such as the percentage of low income and limited English proficient students listed in the School Student Counts provides eligibility and ranking information for each site within the district.

**INFORMATION:**

The Consolidated application must be reviewed by the District English Learner Advisory Committee (DELAC). Per Title 5 of the California Code of Regulations Section 11308, if the district has more than 50 language learners the district must establish a DELAC and involve them in the application for funding for programs that serve English Learners. The DELAC met on August 12, 2020 and approved the application. A copy of the application is attached.

To receive ESSA (Every Student Succeeds Act) funding for 2019-2020, the local education agency must certify the 2019-2020 application for funding in the consolidated application webpage and provide the date when the application was approved by the Board of Trustees.

Programs and Projected Funding Information for 2020-2021 based on 2019-2020 funding except for Title III as this is the projected amount we should receive this year based on the number of English Learners.

- |   |           |
|---|-----------|
| 1. Title I Part A (Basic Grant)                       | \$127,123 |
| 2. Title II Part A (Teacher Quality)                  | \$ 33,065 |
| 3. Title III English Learner Student Program          | \$ 10,868 |
| 4. Title IV Part A (Student Support & Academic Grant) | \$ 10,000 |

**FISCAL IMPACT:**

The total Federal entitlement for 2020-2021 is projected to be \$181,056, of which \$170,188 (Title I, Title II, and Title IV) has been budgeted.

## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

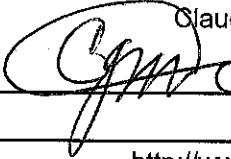
**Local Governing Board Approval**

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

Date of approval by local governing board	08/20/2020
---	------------

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Claudia Gutierrez 
DELAC review date	08/12/2020
Meeting minutes web address <small>Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.</small>	<a href="http://www.pgusd.org">http://www.pgusd.org</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

**Application for Categorical Programs**

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

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No

**\*\*\*Warning\*\*\***

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

### 2020-21 Certification of Assurances

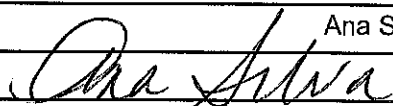
Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancestoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

### Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Ana Silva
Authorized Representative's Signature	
Authorized Representative's Title	Director of Curriculum & Special Projects
Authorized Representative's Signature Date	08/12/2020

**\*\*\*Warning\*\*\***

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

### 2020-21 Protected Prayer Certification

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

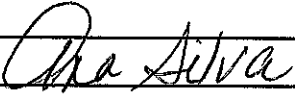
**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	 Ana Silva
Authorized Representative's Title	Director of Curriculum & Special Projects
Authorized Representative's Signature Date	08/11/2020
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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

## 2020-21 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b>	08/16/2019
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Ana Silva
Authorized Representative's Title	Director of Curriculum & Special Projects

**\*\*\*Warning\*\*\***

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

### 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b>	Yes
ESSA Sec. 4101 SACS 4127	

**\*\*\*Warning\*\*\***

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



## 2020-21 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

### Estimated Allocation Calculation

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	95
Estimated English learner student program allocation	\$10,868

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

### Budget

Professional development activities	\$3,000
Program and other authorized activities	\$6,000
English Proficiency and Academic Achievement	\$1,000
Parent, family, and community engagement	\$868
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
<b>Total budget</b>	<b>\$10,868</b>

**\*\*\*Warning\*\*\***

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

### 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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

### 2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

**IDE Program Contact:**

Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Federal Programs and Reporting Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

**Private School's Believed Results of Consultation Allowable Codes**

- 1: meaningful consultation occurred
- 2: timely and meaningful consultation did not occur
- 3: the program design is not equitable with respect to eligible private school children

4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s) No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

**\*\*\*Warning\*\*\***

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

**2020-21 Nonprofit Private School Consultation**

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added

**\*\*\*Warning\*\*\***

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

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

**SUBJECT:** Surplus of Furniture

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the attached furniture surplus list.

**BACKGROUND:**

The list of furniture attached is mostly either damaged, obsolete, and/or unusable in today’s educational classroom. These materials have been stored for over 20 years without any use. The District still maintains a healthy supply of usable furniture for future use.

**INFORMATION:**

Currently, this furniture is being stored in the Boneyard at the Adult School. The facility has become a safety concern with the amount of furniture that is currently being supplied. Staff began sorting the furniture separating the usable with the unusable

**FISCAL IMPACT:**

None

Check all that apply:      ELECTRONIC EQUIPMENT   X   FURNITURE      SUPPLIES      FIXTURES  
 NOT TO BE USED FOR TEXTBOOKS

Description/Make <i>(brand name &amp; type of equipment)</i>	Reason for Discard	Working <i>Yes or No</i>	Month/Year Purchased	Last Function	Bar Code or ID Tag If over \$500	Model/Serial Number
<i>(sample)</i> Dell TX240 Server	<i>Outdated</i>	<i>yes</i>	<i>1/2000</i>	<i>Office computer</i>	<i>000078943</i>	<i>VX-2652H</i>
Student Chairs (50 Ea)	Damaged and Non-Functionable	No	N/A	Classroom Learning	N/A	N/A
Student Desks (50 Ea)	Damaged and Non-Functionable	No	N/A	Classroom Learning	N/A	N/A
File Cabinets (15 Ea)	Damaged	No	N/A	Administrative Office	N/A	N/A
Office Desks (6 Ea)	Damaged	No	N/A	Administrative Office	N/A	N/A
Hospital Ben (3 Ea)	Damaged	No	N/A	CNA Class	N/A	N/A
Office Chairs (14 Ea)	Damaged	No	N/A	Administrative Office	N/A	N/A
Classroom Tables Tops (16 Ea)	No Legs / Unusable	No	N/A	Classroom Learning	N/A	N/A

    Matt Kelly      
 PRINT NAME OF PERSON COMPLETING FORM

    Matt Kelly      
 ADMINISTRATOR'S SIGNATURE

    August 14, 2020      
 DATE

\*\*\* Do not write below this line\*\*\*

Site Library Approval	District Tech Approval	Maintenance & Ops Approval	Business Office Approval	Board Approval

2/11/2020

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Approval of Memorandum of Understanding with the California School Employees Association (CSEA)

**DATE:** August 20, 2020

**PERSON RESPONSIBLE:** Billie Mankey, Director II, Human Resource;  
Song Chin-Bendib, Assistant Superintendent for Business Services

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Memorandum of Understanding between the Pacific Grove Unified School District and the California School Employees Association (CSEA).

**BACKGROUND:**

The Memorandum of Understanding sets forth the protocol and terms that the District and Association have agreed upon to govern working conditions for CSEA bargaining unit members due to the COVID-19 public health emergency. The parties recognize that there is a need to close schools ("emergency school closure") and move to an online distance learning program to allow for social distancing as recommended by health officials in order to prevent the spread of illness arising from the COVID-19 during the 2020-21 school year.

**INFORMATION:**

The parties agree that the PGUSD Planning for the Safe Re-Opening of Schools and PGUSD Operational Re-Opening Plan are to support employee safety and working conditions. The district and CSEA met and negotiated the effects to the working environment for classified employees as presented in this Memorandum of Understanding under the following topics:

- Health & Safety
- Work Hours, Duties and Accommodation
- Re-Opening Plans including flexibility of duties
- Training on Hygiene
- Screening of Bargaining Unit Staff
- Testing & Tracing
- Leave

**FISCAL IMPACT:**

Zero anticipated. Unknown at this time

**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

The Pacific Grove School District ("District") and the California School Employees Association and its Pacific Grove Chapter No. 229 ("CSEA"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding issues related to the coronavirus COVID-19 and the opening of schools during the 2020-21 school year.

The parties agree that CDC (Centers for Disease Control), CDE (California Department of Education), CDPH (California Department of Public Health), Cal-OSHA, Monterey County Health Department, and the Office of Governor Gavin Newsom are hereinafter referred to as "Agencies."

The parties agree that the PGUSD Planning for the Safe Re-Opening of Schools and PGUSD Operational Re-Opening Plan, hereinafter referred to as "District Plans", are to support employee safety and working conditions.

The parties mutually agree to communicate the possible need for renegotiation of any significant impact and effects of any revisions or updates to these guidelines.

The parties agree to the following:

**Health and Safety**

- 1) The District shall follow health guidelines and orders, including but not limited to:
  - Maintaining appropriate changes to physical layout to maintain physical distancing in accordance with the Agencies recommendations.
  - The provision of many handwashing locations (soap and water, not sanitizer) and adequate time for employees to wash hands.
  - The provision of necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer if available).
  
- 2) The District agrees to maintain physical distancing standards in school facilities and vehicles in accordance to the District Plans. The District shall establish minimum physical distancing as required by the Monterey County Health Department and the California Department of Health, currently six (6) feet, between student workspaces and between employee workspaces. Distancing guidelines may be subject to change as those guidelines are amended by the Agencies. The District shall evaluate all workspaces so that employees can maintain physical distancing to the extent possible. If physical distancing between workspaces or between employees and students/visitors is not possible, the District agrees to install physical barriers to separate workspaces or provide masks and a face shield.
  
- 3) The District agrees to provide other protective equipment, as appropriate for work assignments and as directed by the Agencies. The District shall make available to all bargaining unit employees any protective gear necessary to complete assigned tasks. If



**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

ACTION/DISCUSSION A

appropriate protective equipment is not available, alternative duties will be temporarily assigned. The District shall require the use of facial coverings (masks) in accordance with Agencies guidelines currently in effect. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear another type of face covering. The District will have extra face masks in the event a unit member needs to replace their mask during the course of their work day. In accordance with the PGUSD Operational Plan, the District will provide soap for every sink, and hand sanitizer around every campus.

- 4) In accordance with the District's operational plan, the District shall clean and disinfect all workspaces daily including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the disinfectant recommended by federal, state, and/or local health officials during the coronavirus outbreak.
- 5) The District shall not require in-person staff meetings or professional development if the District cannot ensure the minimum physical distance recommended by the Agencies, currently six (6) feet, between all employees for the duration of the meeting and for entering/leaving the meeting.
- 6) The District shall notify CSEA of any new guidelines from the Agencies and shall negotiate the effects of implementing those guidelines.
- 7) In the interest of protecting community and workplace health, any employee may report in writing, any COVID related, unsafe condition in the working environment to the immediate supervisor. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

**8) Outside Visitors and Groups**

In accordance with the District's Plans, the District shall require all students, employees (including substitutes), and visitors are checked for symptoms daily prior to entering school including temperature checks via no touch thermometers. Visitors with any symptom(s) consistent with COVID-19 shall be denied entry. In accordance with the District's operational plan, staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home.

**9) Charter School Co-locations**

Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same

ACTION DISCUSSION

**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

**Work Hours, Duties, and Accommodation**

10) During the full distance learning period, unit members may work remotely if job duties can be completed as per unit member's job description. The employee will need to meet with their immediate supervisor to establish a mutually agreed upon full or partial remote working plan. The employee may be provided with remote assignments if they are available or, if assignments are not available, shall be entitled to use leave entitlements (paid and unpaid) that the employee may have. If no remote assignments are available, before an employee is required to use leave, the District and CSEA will confer regarding other possible options. If provided with an alternative work assignment, the member will suffer no loss or increase of compensation or benefits associated with working out of class. Unit members placed in alternative work assignments shall be allowed to return to their original position. In the event a site or a portion of a site has to be quarantined, unit members will still be required to work remotely, if possible. Unit members shall not be required to use their sick leave during the quarantine period.

- Positions that cannot perform work remotely due to the nature of their work include:
  - Bus Drivers
  - Campus Supervisors
  - Custodians
  - Food Service Employees
  - Grounds
  - Maintenance
  - BASRP employees
  - Utility Workers
  - Noon Duty employees
- CSEA bargaining-unit employees who are working remotely may be required to report to work at a District site periodically. Any work performed on site will strictly adhere to the health and safety precautions outlined in this document.
- The District shall establish a weekly schedule for anyone working remotely that is going to be required to report to work at a District site. The schedule shall be posted no later than the last work day (before noon) prior to the scheduled week.
- While working remotely CSEA bargaining-unit employees are expected to be available during their normal designated working hours.
- The District agrees that District Administrators/Managers/Supervisors will minimize contacting CSEA bargaining-unit employees outside of their normal designated working hours.
- When unit members are directed to report to the worksite, the District shall take all appropriate health and safety measures regarding cleaning and disinfecting.
- Unit members who work remotely shall:
- Be expected to maintain a high quality and quantity of work

**Memorandum of Understanding between Pacific Grove Unified School District and California School Employees Association Pacific Grove Chapter #229 Regarding the COVID 19 Work Environment**

- Provide assurance to their immediate supervisors that they have sufficient technology.
- Maintain the confidentiality of all student and employee information.
- Ensure that the environment from which they are working is professional, absent of distractions, and safe.
- If any of the above requirements are not satisfied, the bargaining unit member may be required to work on their school site as determined by the site administrator and the appropriate District Director. CSEA will be informed before a unit member is required to return to work on the school site, and a reasonable and immediate effort will be made to rectify any unsatisfactory practices.

11) Upon student and staff return to campus, as directed by the Agencies and the tiered district Re-Opening Plans, the District explicitly acknowledges that the interactive process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a mutually agreed upon work plan. The District agrees to initiate the interactive process for employees whose physician designates them as "high risk" or "vulnerable" as related to exposure to COVID-19. Upon receiving documentation from a medical professional, the District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

- Providing additional or enhanced personal protective equipment (PPE);
- Placing physical barriers to separate the vulnerable employee from coworkers or the public;
- Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
- Moving the employee workstations.

12) If reasonable accommodations are not practicable, the LEA should work with the employee to develop a mutually agreed upon work plan.

13) District agrees to give 48-hours' notice prior to requesting an employee report back to their site

14) The employee, District Representative, and CSEA Representative agree to meet on any proposed changes to the bargaining unit work hours. If an agreement cannot be reached the parties agree to meet and negotiate the proposed work hour changes.

15) The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description during distance learning or hybrid learning.



# Memorandum of Understanding between Pacific Grove Unified School District and California School Employees Association Pacific Grove Chapter #229 Regarding the COVID 19 Work Environment

If no alternative work is available or if unit member declines, before an employee is required to use leave, the District and CSEA will confer regarding other possible options. If provided with an alternative work assignment, the member will suffer no loss or increase of compensation or benefits associated with working out of class. Additional duties may be required with the acknowledgement that duties will be re-evaluated, prior to transitioning to the next tier of the Re-Opening Plan, as outlined in the PGUSD Planning for the Safe Re-Opening of Schools and PGUSD Operational Re-Opening Plan. Examples of additional duties include but are not limited to:

- Helping wipe down and disinfect items within the classroom on a regular basis in order to maintain cleanliness standards, performing temperature checks on students, staff, or visitors, and distribution of lunch and/or other meals for students.
- Positions that may be subject to additional and/or out of class duties include but are not limited to Instructional Assistants, Receptionists, Clerks, and/or Office Managers/Administrative Assistants, Career Techs, Campus Supervisors, Noon-Duty Aides, BASRP employees, Library-Media Techs II & III, Health Care Clerks, Bus Drivers, and Custodians.
- The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

## Food Service

- 16) The District shall comply with the Agencies recommendations/guidelines as outlined in the District's Plans. Link: [PGUSD Re-Opening Plans Website](#) (Food Service is currently on Page 24)

## Transportation

- 17) The District shall comply with the Agencies recommendations/guidelines as outlined in the District's Plans. Transportation plan is forthcoming. Link: [PGUSD Re-Opening Plans Website](#)

## Training on Hygiene

- 18) The District agrees to develop and provide staff training or utilize state-provided training regarding the following topics, to be completed before any return to work on site:
- Proper PPE usage
  - Disinfecting frequency and tools/chemicals used in accordance with the Agencies guidelines/recommendations and the District Plans.

**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

- For staff who use hazardous chemicals for cleaning, specialized training is required.
- Physical distancing of staff and students.
- Symptom screening, including temperature checks.
- Updates to the Injury and Illness Prevention Plan (IIPP).
- State and local health standards/recommendations

**Screening of Bargaining Unit Staff**

- 19) The District agrees to maintain specific plans for health screenings and clear standards in accordance with the Agencies recommendations/guidelines, The District agrees to monitor staff and students throughout the day for signs of illness; send home staff and students in accordance to the agencies recommendations and District Plans. Consistent to Agencies recommendations/guidelines staff shall self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- 20) Bargaining unit members shall be required to respond to screening questionnaire questions that are only based on CDC recognized COVID-19 symptoms, including but not limited to:
- |   |                              |
|---|------------------------------|
| • Fever or chills                             | • Headache                   |
| • Cough                                       | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat                |
| • Fatigue                                     | • Congestion or runny nose   |
| • Muscle or body aches                        | • Nausea or vomiting         |
|   | • Diarrhea                   |
- 21) Temperature checks and questionnaires shall be performed in confidential manner, and screening records shall be kept confidential. The parties agree no employee discipline may occur related to screenings unless employee intentionally falsifies information, answers for another employee, or refuses to complete the screening. Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and shall not be used to inquire into other medical conditions. The parties agree that screening shall be considered a part of the standard workday. No employee shall be required to be screened prior to their designated start time or after their designated end time.

ACT/DISCUSSION A

**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

**Testing and Tracing**

- 22) The parties agree that when a student, teacher or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19 that the District will follow the most recent guidelines by the CDPH and County Health Department for testing, tracing, quarantine, staff and community notification, and school closure.
- 23) Upon learning of a positive COVID test result, the District will follow the County Health Department's direction and the District Plans.
- 24) The District shall follow CDPH and County Health Department direction provide documented plans for testing and contact tracing for when any on-site person(s) have tested positive for COVID-19.
- 25) Within confidentiality and Privacy Laws, the District shall make every effort to notify CSEA of bargaining unit member who has been known to have been exposed to COVID-19.
- 26) All bargaining unit members will be encouraged to obtain free COVID testing at least two weeks prior to coming on site. The District and CSEA shall work cooperatively to obtain COVID-19 testing to be available within the city of Pacific Grove. In the event free testing becomes available to the District, testing shall be provided at no cost to the unit member. Employees who test positive shall notify the District immediately upon receiving the test results.
- 27) CSEA agrees to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.
- 28) Temperature taking duties shall first be offered to bargaining unit members on a voluntary basis. If no bargaining unit members volunteer then temperature taking duties will be assigned by the Supervisor. Participating bargaining unit members shall be trained in screening technique prior to screening, and provided necessary PPE.

**Leave**

- 29) Workers' compensation claims related to COVID-19 will be treated the same as all non-COVID-19 workers' compensation claims.
- 30) An accommodation process can begin when a unit member provides medical documentation of an underlying high-risk condition or resides with someone with documentation of an underlying high-risk condition or has complications surrounding lack of childcare. The District shall hold vulnerable populations harmless, including employees with a medical professional's recommendation, including to self-quarantine,

**Memorandum of Understanding between Pacific Grove Unified School District and  
California School Employees Association Pacific Grove Chapter #229 Regarding the  
COVID 19 Work Environment**

to secure one's own health, or secure the health of one's household during the COVID-19 crisis.

- 31) Unit Members working on-site and remotely shall use vacation and sick leave per current CSEA Collective Bargaining Agreement.

**HR 6201:**

- 32) The parties recognize that the Federal "Families First Coronavirus Response Act," also known as HR 6201, provides most employees with two weeks of paid leave for coronavirus-related absences, and extends Family Medical Leave Act (FMLA) leave. Specifically, HR 6201 provides as follows, effective 4/2/20:

- a. 80 hours of paid sick leave for full-time employees (pro rata for part-time) at the employee's regular rate of pay (up to \$511 per day or \$5,110 in total) if:
  - i. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
  - ii. The employee has been advised by a health care provider to self-quarantine because of COVID-19; or
  - iii. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- b. 80 hours of paid leave for full-time employees (pro rata for part-time) at two-thirds the regular rate of pay (or state minimum wage, whichever is greater) up to \$200 per day or \$2,000 total if:
  - i. The employee is caring for an individual subject to an order or advised to self-isolate;
  - ii. The employee is caring for their own child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
  - iii. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury (these have not been specified yet).

- 33) The parties recognize that such leave as provided by HR 6201 shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees.

- 34) The parties further recognize that HR 6201 extends FMLA leave in various ways, including making it available to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee's minor child if the child's school or place of care has been closed due to a public health emergency, and making it a paid leave at 2/3 pay after the first 10 days.



**Memorandum of Understanding between Pacific Grove Unified School District and California School Employees Association Pacific Grove Chapter #229 Regarding the COVID 19 Work Environment**

- 35) The parties acknowledge that these changes apply to District employees and that they may use any previously accrued sick and vacation leave to fill any gap in pay resulting from the 2/3 formula in HR 6201.
- 36) **CSEA support for full funding:** CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 in the event of a closure of any District facilities due to epidemic.
- 37) This MOU is subject to ratification by the bargaining unit of the Association.
- 38) Nothing in this agreement shall preclude the parties from modifying this MOU by mutual written agreement of the parties.
- 39) Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to Article X – GRIEVANCE of the Collective Bargaining Agreement.
- 40) This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement.



**Memorandum of Understanding between Pacific Grove Unified School District and California School Employees Association Pacific Grove Chapter #229 Regarding the COVID 19 Work Environment**

Mutually agreed upon on July 24, 2020

District Signature	Negotiations Team Signature
Date 8/4/2020	Date <i>Billie Monkey</i>
<i>Jessie Jensen</i>	<i>Matt Kelley</i>
<i>Patti Odell</i>	<i>[Signature]</i> 8/3/2020
<i>Bob Allen</i>	

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Resolution No. 1055, Reduction of Classified School Services

**DATE:** August 20, 2020

**PERSON RESPONSIBLE:** Billie Mankey, Director II, Human Resources

---

**RECOMMENDATION:**

The Administration recommends Board approval of Resolution No. 1055 in order to reduce classified positions at Pacific Grove Adult School by eliminating 3 positions: One 3 hr./day Instructional Assistant; One 13 hr./week Childcare Attendant; and, One 11 hr./week Childcare Attendant.

**BACKGROUND:**

In response to low student enrollment due to COVID-19, resulting in a lack of work, the Pacific Grove Adult School must reduce program hours, including program support staff hours.

**INFORMATION:**

The Pacific Grove Adult School is reducing its' Parent Education Co-op Program from four classes to two classes, ESL Childcare Attendant positions as ESL is now all remote learning and no on site babysitting for students is needed. In response classified employee support hours are recommended for reduction.

**FISCAL IMPACT:**

Cost reduction: \$44,759.33

**OPTIONS:**

1. Approve Resolution No. 1055
2. Do not approve Resolution No. 1055 and direct the administration to seek alternative measures.

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 1055

WHEREAS, Education Code Sections 45101, 45114, 45117, 45298, and 45308 authorize the District to lay off and/or reduce the hours of classified employees for lack of funds upon 60 days prior notice; and

WHEREAS, due to lack of funds and lack of work, certain services now being provided by the District must be reduced;

NOW, THEREFORE, BE IT RESOLVED that as of October 20, 2020 the following positions be reduced:

## Pacific Grove Adult School

<b>Position</b>	<b>Current Hours</b>	<b>Reduction of Hours</b>	<b>Remaining Time</b>
Instructional Assistant	3 hrs./day/180 day work calendar	3 hrs./day/180 day work calendar	0
Childcare Attendant	13 hrs./week/11 month work calendar	13 hrs./week/11 month work calendar	0
Childcare Attendant	11 hrs./week/11 month work calendar	11 hrs./week/11 month work calendar	0

BE IT FURTHER RESOLVED that, the District Superintendent, or his designee, be authorized and directed to give notice of termination of, or reduction in, employment to the affected employee(s) of this District not later than sixty (60) days prior to the effective date of such reduction or discontinuance as set for above.

BE IT FURTHER RESOLVED that the District Superintendent be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School District this 20<sup>th</sup> day of August, 2020

AYES:

NOES:

ABSENT:

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD

---

Board President

- Consent  
 Information/Discussion  
 Action/Discussion

**SUBJECT:** Updates to Board Regulations 5121 Grades/Evaluation of Student Achievement and 5121.1 Grades/Evaluation of Student Achievement at the High School

**DATE:** August 20, 2020

**PERSON(S) RESPONSIBLE:** Lito Garcia, Pacific Grove High School Principal  
Sean Roach, Pacific Grove Middle School Principal  
Ralph Gómez Porras, Superintendent

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the updates to Board Regulations 5121 Grades/Evaluation of Student Achievement and 5121.1 Grades/Evaluation of Student Achievement at the High School.

**INFORMATION:**

The revisions are temporary in response to the COVID-19 pandemic. Changes include: *The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.*

Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.

**Grades for Achievement**

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0
I	Incomplete	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within ten school days, the incomplete will become an F.

Plus and minus signs may be used.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 6-8 must earn at least a 2.0 or C grade point average in order to participate in extra-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Grades for Citizenship and Effort**

Grades for citizenship and effort shall be reported each marking period as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Criteria for determining grades for citizenship may include but are not limited to:

1. Student obeys rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Criteria for determining grades for effort may include but are not limited to:

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

**Honor Roll**

Each school may post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.0 or better.

**Pass/Fail Grading**

A "Pass" or "Fail" grade may be given instead of an A-F grade in the following courses:

1. All courses taken in the Alternative Education Program
2. All courses taken in the Special Education Program
3. All academic courses taken by English Language Learners

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.

**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

The highest grade received will be the permanent grade on the student's transcript.

**Withdrawal from Classes**

~~A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.~~

The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9, 2020. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

Formatted: Font: New York, 10 pt

**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the district's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within five days, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

Formatted: Left, Tab stops: Not at 0.25" + 0.5" + 0.75"

## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Grades for Achievement**

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0
I	Incomplete	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within ten school days, the incomplete will become an F.

Plus and minus signs may be used.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 6-8 must earn at least a 2.0 or C grade point average in order to participate in extra-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.



## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Grades for Citizenship and Effort**

Grades for citizenship and effort shall be reported each marking period as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Criteria for determining grades for citizenship may include but are not limited to:

1. Student obeys rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Criteria for determining grades for effort may include but are not limited to:

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

**Honor Roll**

Each school may post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.0 or better.

**Pass/Fail Grading**

A "Pass" or "Fail" grade may be given instead of an A-F grade in the following courses:

1. All courses taken in the Alternative Education Program
2. All courses taken in the Special Education Program
3. All academic courses taken by English Language Learners

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

The highest grade received will be the permanent grade on the student's transcript.

**Withdrawal from Classes**

The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9, 2020. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the district's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within five days, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT AT THE HIGH SCHOOL**

Mandated Regulation

**Grades for Achievement**

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0
I	Incomplete	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within ten school days, the incomplete will become an F.

Plus and minus signs may be used in all reporting periods.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 9 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra/co-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work that requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

**Honor Roll**

PGHS shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. AT PGHS the honor roll falls into the following divisions: 3.0 Honors; 3.5 High Honors; and, 4.0 & above Highest Honors.

**Advanced Placement/Honors Courses (High School Level)**

The District wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

A = 5 points  
B = 4 points  
C = 3 points  
D = 1 point  
F = 0

**Pass/Fail Grading**

Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade will not receive credit for taking the course.

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

**Withdrawal from Classes**

~~A student is allowed to drop a class during the first two thirds of a grading period without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.~~

The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9, 2020. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

Formatted: Font: New York, 10 pt

Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

During the COVID-19 pandemic, the following schedule will be implemented:

Wednesday, 12 August 2020: First day of school

Friday, 21 August 2020: Last day to add a class

Wednesday, 2 September 2020: Last to drop a class without receiving an F

Wednesday, 9 August 2020: Progress Reports

Friday 9 October 2020: Last day of Quarter 1

Monday, 19 October 2020: Grades for Q1 due at 3:00 pm

Monday, 19 October 2020: First day of Quarter 2

Wednesday, 28 October 2020: Last day to add a class

Monday, 9 November 2020: Last to drop a class without receiving an F

Monday, 16 November 2020: Progress Reports

Friday, 18 December 2020: Last day of Q2

Monday, 4 January 2020: Grades for Q2 due at 3:00 pm

Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the District's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within 72 hours, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

**Grades for Achievement**

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0
I	Incomplete	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within ten school days, the incomplete will become an F.

Plus and minus signs may be used in all reporting periods.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 9 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra/co-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work that requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

**Honor Roll**

PGHS shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. AT PGHS the honor roll falls into the following divisions: 3.0 Honors; 3.5 High Honors; and, 4.0 & above Highest Honors.

**Advanced Placement/Honors Courses (High School Level)**

The District wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 1 point
- F = 0

**Pass/Fail Grading**

Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade will not receive credit for taking the course.

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

**Withdrawal from Classes**

The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9, 2020. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

During the COVID-19 pandemic, the following schedule will be implemented:

Wednesday, 12 August 2020: First day of school

Friday, 21 August 2020: Last day to add a class

Wednesday, 2 September 2020: Last to drop a class without receiving an F



## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

Wednesday, 9 August 2020: Progress Reports  
 Friday 9 October 2020: Last day of Quarter 1  
 Monday, 19 October 2020: Grades for Q1 due at 3:00 pm  
 Monday, 19 October 2020: First day of Quarter 2  
 Wednesday, 28 October 2020: Last day to add a class  
 Monday, 9 November 2020: Last to drop a class without receiving an F  
 Monday, 16 November 2020: Progress Reports  
 Friday, 18 December 2020: Last day of Q2  
 Monday, 4 January 2020: Grades for Q2 due at 3:00 pm

**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the District's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within 72 hours, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Monterey County Office of Education Wide Area Network Memorandum of Understanding Consortium Contract Services - Addendum

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Monterey County Office of Education Wide Area Network Memorandum of Understanding Consortium Contract Services – Addendum.

**BACKGROUND:**

Pacific Grove Unified School District has been a part of this consortium since the 2013-2014 school year. This new agreement is to replace the expiring services and will be in effect until for 2019-2023 The addendum is to increase our speed from 1GB to 2GB in light of the amount of HD video streaming we will have to do with Distanced Learning.

**INFORMATION:**

The Consortium covers the physical fiber circuit back to Monterey County Office of Education. Pacific Grove Unified School District is already a party to the consortium contract. As the Consortium lead, Monterey County Office of Education applies for the Schools and Libraries Program of the Universal Service Fund discounts, and then we pass on the remainder of the costs to the rest of the consortium members. The benefit to Pacific Grove Unified School District is less administrative overhead, and the benefit of additional savings through the consortium billing.

**FISCAL IMPACT:**

The cost is 1 Gigabit per second for \$2,250 per month or an annual payment of \$27,000. The cost has been included in the Technology Bond (Measure A).



# Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Deneen Guss  
County Superintendent of Schools

## ADDENDUM

**Between the Monterey County Office of Education (MCOE) and Pacific Grove Unified School District (PGUSD) regarding Internet Access Bandwidth Modifications.**

The addendum is an amendment (AMENDMENT) made by MCOE and PGUSD, parties to an Internet Access Services (IA) agreement (AGREEMENT) executed on July 1, 2018.

The AGREEMENT between PGUSD and MCOE is amended as follows:

### PURPOSE

Modify the IA bandwidth and corresponding pricing selected by PGUSD. The selection is constrained to the options defined in the pricing schedule outlined in the AGREEMENT.

The updated bandwidth selection is:

- 2 GB with a monthly cost of \$2,250 or \$27,000 annually

### SERVICE

Execution of this AMENDMENT will commence on September 1, 2020. All other stipulations of the AGREEMENT remain intact unless otherwise amended.

### PAYMENT

In consideration of the modification set forth in this AMENDMENT, the modified pricing will be billed through the same mechanisms defined in the AGREEMENT.

IN WITNESS WHEREOF, the Parties hereto have caused this AMENDMENT to be executed.

Pacific Grove Unified School District

BY: [Signature]  
Authorized Signature

PRINT NAME: SOMIA CHIN BENDIB

TITLE: Assistant Superintendent

DATE: 8-7-2020

BoE 8-20-2020

Monterey County Office of Education

BY: [Signature]  
Authorized Signature

Dr. Colleen Stanley

Chief Business Officer, Fiscal Services

DATE: 8/12/2020

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Microsoft CAMSA Licenses with Softchoice

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the renewal of the license with Softchoice who has the contract registration with Microsoft to offer bundle deals at lower prices on all Microsoft products. This license gives the District use of Microsoft Office, Windows OS licenses, Server Licenses, and Office 365.

**BACKGROUND:**

The Board previously had approved to enter a three-year contract with Softchoice who is currently the vendor that holds the registration for dealing in Microsoft products. August 1<sup>st</sup> is when that contract came up for renewal. This agreement would be to enter another three-year agreement with Softchoice with an annual payment of \$17,644.

**INFORMATION:**

The district relies heavily upon these licenses to pushout upgrades in software, operating systems, as well as server licenses. CAMSA CITE provides the CITE and Microsoft Strategic Alliance (CAMSA) program supported by Softchoice. This is a California statewide purchasing contract with Microsoft for the Educational Enrollment Solution (EES) program. This contract can serve as a master purchasing vehicle for K-12 educational institutions in the state of California. Offering major discounts and simplifying the license purchase process, this consortium includes over 70% of LEAs in California who would not qualify for this type of pricing on their own.

**FISCAL IMPACT:**

The fiscal impact is of \$17,644 for a years license that will cover the entire district; which has been included in the Technology Bond (Measure A).



**Softchoice Corporation**  
 100 Spear St, Suite 200  
 San Francisco, CA, 94105

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

<b>Quote</b>	<b>9033068</b> ACTION/DISCUSSION E
<b>Date</b>	04-Jun-2020
<b>Reference</b>	01281510

**QUOTE**

Ship To: 1053172

Bill To: 1053172

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
 435 HILLCREST AVENUE  
 PACIFIC GROVE, CA 93950

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
 435 HILLCREST AVENUE  
 PACIFIC GROVE, CA 93950

Attn: SONG CHIN-BENDIB

Attn: SONG CHIN-BENDIB

All currency in this quote is in US dollars.

<b>Quote Prepared For</b>	Song Chin-Bendib Phone: Fax:
<b>Quote Sent By</b>	Madeline Pokora Madeline.Pokora@softchoice.com Phone: (312) 655-9002 x323415 Fax: (800) 268-7639

Item #	Mfg Sku #	Description	Qty	Unit Price	Extended Price
MEMO		CAMSA EES - Level C - Renewal - Previous ENR # 65782843			
VW5172	AAD-38392 ES-FNM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - M365 EDU A3 SHRDSVR ALNG SUBSVL PER USER FOR CORECAL ALL LANGUAGES SAAS MS EES FAC NSM	262	\$41.15	\$10,781.30
VW5182	AAD-38397 ES-SNM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - M365 EDU A3 SHRDSVR ALNG SUBSVL MVL PERUSR STUUSEBNFT ALL LANGUAGES SAAS MS EES P2 CSN	2000	\$0.00	\$0.00
UQ5023	9EM-00562 ES-ANY	WINSVRSTDCORE ALNG LICSPAK MVL 2LIC CORELIC ALL LANGUAGES E- CERTIFICATE MS EES P2 CAN	2	\$5.32	\$10.64
WA6599	54R-00098 ES-ANM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - MSIMGNACDMY ALNG SUBSVL MVL SRVCS ALL LANGUAGES E-CERTIFICATE MS EES P2 CAM	1	\$1,280.46	\$1,280.46
PV7953	D87-01057 ES-ANY	MS ENROLLMENT FOR EDUCATION SOLUTIONS - AP - VISIOPRO ALNG LICSPAK MVL E-CERTIFICATE MS EES P2 CAN	12	\$44.92	\$539.04
MR7917	4ZF-00019 ES-ANM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - VIRTUAL DESKTOP ACCESS MONTHLY SUBSCRIPTION PER DEVICE ALL LANGUAGES E-CERTIFICATE MS EES P2 CAM	131	\$30.38	\$3,979.78
KE4361	6VC-01251 ES-ANY	MS ENROLLMENT FOR EDUCATION SOLUTIONS - FACULTY - WIN RMT DSKTP SVCS CAL L/SA PACK DEVICE CAL ALL LANGUAGES E-CERTIFICATE MS EES P2 CFN	131	\$8.04	\$1,053.24
MQ6779	M6K-00001 ES-FNM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - FACULTY - O365EDUA1 SHRDSVR ALNG SUBSVL MVL PERUSR ALL LANGUAGES SAAS MS EES P2 CFN	262	\$0.00	\$0.00

**SUB TOTAL \$17,644.46**  
 DELIVERY: Economy NO CHARGE

All currency in this quote is in US dollars.

**TOTAL - USD \$17,644.46**  
**Estimated Monthly Lease Payment \$545 per month\***



**Softchoice Corporation**  
100 Spear St, Suite 200  
San Francisco, CA, 94105

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

<b>Quote</b>	<b>9033068</b>
<b>Date</b>	04-Jun-2020
<b>Reference</b>	01281510

### QUOTE

\*Please note that the estimated monthly payment shown above is an option based on a 36 month term with a USD\$1.00 buyout at the end of the term. Fair market value buyout and monthly payments may vary depending on your creditworthiness as determined by Softchoice. 1 and 2 year Service Agreements, Subscriptions, License and Support contracts are not eligible for 36 month payment plans; 12 or 24 month payment options may be available upon request. Shipping and applicable taxes are not included in the above estimate. Payment options in the United States of America are in US Dollars and not billable in other currencies. All monthly lease payment options are subject to credit approval and execution of a lease contract.

Pricing, availability and special offers are subject to change at any time.

Softchoice Corporation is legally obligated to collect fees levied under the Electronic Waste Recycling Fee Program (California State Board of Equalization) associated with the transaction(s) listed on this document

This purchase is subject to Softchoice's online terms of sale, unless you have a separate purchase agreement signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found at: <http://m.softchoice.com/files/pdf/terms/TermsAndConditionsForProductPurchases.pdf>

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

**SUBJECT:** Agreement Regarding Check to Virtual Card or ACH for Vendor Payments

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board approve this agreement with the Monterey County Office of Education (MCOE) regarding check to virtual card (vcard) or Electronic Payment Program (ACH) for vendor payments.

**BACKGROUND:**

Pacific Grove USD, like any other regular school district, has been processing vendor payments in the form of regular printed checks. The checks are printed by MCOE and mailed by the District Accounts Payable technician to the vendors.

**INFORMATION:**

In order to increase efficiency and reduce check printing and mailing costs, MCOE has contracted with Financial Integrated Services (“FIS”) so that district vendors may elect to receive their payments via vCard or electronically through the Electronic Payment Program (ACH).

PG USD’s responsibility would be to ensure that vendor information in the ESCAPE financial system is valid and up-to-date. MCOE’s responsibility is to facilitate the delivery of the electronic payments to vendors that are enrolled. MCOE will continue to provide printed checks for those vendors who are not enrolled in the program.

Vendors will receive payments sooner and PG USD could benefit from possible rebate and reduce costs associated with printing and mailing checks/postage.

**FISCAL IMPACT:**

Rebates will vary from 0.55% to 1.10% depending on spend type. Spend types are based on Vendor Merchant account settings.

**AGREEMENT REGARDING CHECK TO VIRTUAL CARD (vCard) OR  
ACH FOR VENDOR PAYMENTS**

This Agreement Regarding Check to Virtual Card (vCard) or ACH for Vendor Payments (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (“Effective Date”), by and between \_\_\_\_\_ (“Local Educational Agency” or “LEA”) and the Monterey County Office of Education (“MCOE”), together referred to as “Parties” and singularly as “Party.”

**RECITALS**

- A. WHEREAS, MCOE processes vendor payments for local educational agencies in Monterey County, including LEA; and
- B. WHEREAS, in order to increase efficiency and reduce check printing and mailing costs, MCOE has contracted with Financial Integrated Services (“FIS”) in order that LEA’s vendors (“Vendors”) may elect to receive their payments via vCard or electronically through ACH (the ‘Electronic Payment Program’); and
- C. WHEREAS, the Parties wish to enter into this Agreement to permit the LEA to enroll those Vendors who elect to receive payments via vCard or electronically through ACH direct deposit in the Electronic Payment Program, subject to the terms and conditions set forth hereunder.

NOW THEREFORE, the Parties agree as follows:

1. LEA General Responsibilities: LEA shall ensure, on an ongoing basis, that the information in the Escape Online5 system (“Escape”) for each Vendor includes a valid address in the “vendor address” section and data is being moved to FIS for the purpose of electronic payments.
2. MCOE General Responsibilities. MCOE shall facilitate the delivery of electronic payments for all Vendors enrolled in the Electronic Payment Program and electing to receive payments through vCard or ACH direct deposit. MCOE shall provide to LEA printed checks for all LEA vendors who are not enrolled in the Electronic Payment Program.
3. Waiver and Release of Claims. LEA, including its governing board, its officers and officials, (collectively the “LEA Parties”), hereby releases, waives, discharges, covenants not to sue, holds harmless, and agrees to indemnify and defend MCOE, its officers, officials, agents, employees, consultants, and volunteers (collectively the “MCOE Parties”), for any and all third party claims, causes of action, injury, theft, loss, damage to tangible or intangible personal property, or associated attorney’s fees and costs (collectively referred to herein as “Claims”), arising out of the unauthorized access of financial information of any LEA Party or LEA Vendor (“ Vendor Data”), or any other damages whatsoever, whether arising out of or in any way related to MCOE’s or MCOE Parties’ control, use, formatting, and/or distribution of such Vendor Data, included within or accessible with the aid of, the electronically transmitted Vendor information and/or Vendor Data transmitted in connection with this Agreement, including through the negligence, intentional acts, and/or willful misconduct of MCOE or MCOE Parties. This Agreement applies to any and all actions related to the request for, receipt of, holding of, and distribution of, the Vendor Data transmitted electronically in connection with this Agreement.
4. Assumption of Risk. LEA and LEA Parties acknowledge, and shall make aware to all Vendors electing to receive payments via vCard or electronically through ACH direct deposit pursuant to the Electronic Payment Program, that such election is undertaken with full assumption of all risks associated therewith. In addition, LEA and LEA Parties freely and voluntarily assume all risks, known and unknown, even if arising from the negligence, intentional acts, and/or willful misconduct of MCOE or MCOE Parties arising from or related to MCOE’s facilitation and/or delivery of electronic payments to Vendors.



LEA AND LEA PARTIES HAVE CAREFULLY READ THE FOREGOING RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT ENTITLED "AGREEMENT REGARDING CHECK TO VIRTUAL CARD (vCard) OR ACH FOR VENDOR PAYMENTS," FULLY UNDERSTAND ITS TERMS AND CONTENTS, SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, AND AGREE TO BE LEGALLY BOUND BY IT.

The LEA signatory below represents and warrants that he or she has been authorized by his or her governing board to enter into this Agreement.

\_\_\_\_\_ DATE: \_\_\_\_\_  
Authorized LEA Representative

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**SUBJECT:** Facilities Use Joint Use Agreement with City of Pacific Grove

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and a feedback on the Facilities Use Joint Use Agreement with the City of Pacific Grove.

**BACKGROUND:**

Throughout the years the City of Pacific Grove and PGUSD have used one another's facilities without a formal agreement in place. Approximately six months ago both entities agreed that it would be in the best interest to formalize a joint use agreement. The agreement puts in writing how each entity wants to deal with fees, custodial, coverage, building identification, insurance requirements, etc. Staff from each entity drafted an agreement and received approval from upper management and legal to move forward in the approval process.

This agreement was presented to the Board on February 13, 2020 as an information item. The Board provided feedback to adding fees for when professional services may be needed to run equipment (see 11.d).

The Pacific Grove City Council approved this agreement on March 18, 2020 after being submitted to the Recreation Board for comment.

**INFORMATION:**

This agreement has been reviewed by both parties' legal teams and approved by the Pacific Grove City Counsel. No changes were made to the agreement by the City since the Board last reviewed the document.

This agreement is for one year and will automatically renew unless one of the parties withdraws.

**FISCAL IMPACT:**

There is not an anticipated increase of costs to the District

**AGREEMENT BETWEEN THE CITY OF PACIFIC GROVE  
AND THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOINT USE OF RECREATION AND PUBLIC WORKS FACILITIES**

THIS JOINT USE AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2020, by and between the City of Pacific Grove ("City"), a municipal corporation, and the Pacific Grove Unified School District, a political subdivision of the State of California ("PGUSD"), referred to collectively herein as "the Parties."

**FACTS**

- a) California Education Code section 10900, et seq., the Community Recreation Act, authorizes/encourages school districts and cities to organize, promote, and conduct community recreation programs and activities to promote the health and general welfare of the community; and,
- b) PGUSD is the owner of real property in the City, including facilities and active use areas capable of use by the City for community recreational purposes; and,
- c) The City is the owner of real property in the City, including facilities and active use areas capable of use by PGUSD for school transportation and recreational purposes; and,
- d) Under appropriate circumstances these publicly held lands and facilities should be used efficiently to maximize use and increase recreational opportunities for the community; and,
- e) California Education Code section 10905 authorizes the Parties to enter into agreements with each other to promote the health, safety and general welfare of the community and contribute to enhance the recreational opportunities afforded to children in the community; and

NOW, THEREFORE, PGUSD and the City agree to cooperate with each other as follows:

1. **Term**  
This Agreement will begin on \_\_\_\_\_ and shall automatically renewed yearly unless terminated as provided for in Section 19.
2. **Prior Agreements**  
The Parties agree that as of the effective date of this Agreement, any and all previous agreements for use of City and PGUSD recreation and/or public works facilities shall terminate and be replaced by this Joint Use Agreement.
3. **Effective Date**  
This Agreement takes effect on \_\_\_\_\_.
4. **Additional Attachments**

The following exhibits are attached and incorporated by reference; these constitute an integral part of this Agreement:

- a. **Attachment A:** A list of PGUSD Properties and activities subject to this Agreement.
- b. **Attachment B:** A list of City Properties and activities subject to this Agreement

## 5. **Cooperative Agreement**

PGUSD and the City agree to cooperate in coordinating programs and activities conducted on specific properties and facilities listed on Attachment A ("PGUSD Property") and Attachment B ("City Property"). PGUSD and the City shall have the right to add or exclude properties during the term of this Agreement, provided any such change shall be in writing and approved by the governing body of the agency that owns the property.. Reference to PGUSD Property or City Property in this Agreement shall include the facilities and the property upon which the facilities are located. As used in this Agreement, the term "Owner" shall mean the party to this Agreement that owns a particular property and/or facility covered by this Agreement, and "User" shall mean the other party using the Owner's property and/or facility under the terms of this Agreement. "Public Access Hours" shall mean the hours during which the City or third parties use PGUSD Property.

## 6. **Permitted Uses**

### a. **PGUSD Property**

#### i. **PGUSD Use**

PGUSD shall be entitled to the priority use of PGUSD Property for public school and school-related educational and recreational activities, including summer school, and at such other times as PGUSD Property is being used by PGUSD or its agents.

#### ii. **City Use**

At all other times and subject to the schedule developed by the City and PGUSD, the City and third parties authorized by the City shall be entitled to use PGUSD Property, without charge, for community recreational and educational purposes for the benefit of PGUSD students, PGUSD, City program participants, and the City at large. The City's obligations under this Agreement shall apply to third parties using PGUSD Property during periods of City use. During such times, the City shall be responsible for ensuring that third parties comply with all obligations under this Agreement when using PGUSD Property. In planning programs and scheduling activities on school grounds, the security, academic, athletic, and recreational needs and opportunities of school-aged children will be the highest priority and be adequately protected.

### b. **City Property**

- i. The City shall be entitled to priority use of City Property for the regular conduct of park, recreation, and community service activities and/or programs sponsored by the City.

- ii. At all other times and subject to the schedule developed by the City and

PGUSD, City shall permit PGUSD to use City Property, without charge, for PGUSD educational and recreational activities and/or programs at recreational facilities and utilize the Public Works yard for the storage and operations of PGUSD school buses. Use of City Property by PGUSD, under this Agreement, shall apply only to authorized PGUSD activities, programs and events. PGUSD support groups (Boosters, PTA's, Alumni, etc.) are not subject to the terms of this agreement.

**7. Communication**

PGUSD and the City shall respectively designate an employee with whom the other party, or any authorized agent of the party, may confer regarding the terms of this Agreement. The designated employees shall review the Agreement by January 1st each year to evaluate the joint use project, determine changes to the following school year schedule, and to propose amendments to this Agreement.

**8. Notices**

Notices required under this Agreement shall be delivered personally or by first class, postage pre-paid mail to the City's and PGUSD contract administrators at the addresses listed below:

FOR CITY:	FOR PGUSD:
Recreation Manager Pacific Grove Recreation <hr/> Name and Title	Director of Facilities & Transportation Pacific Grove Unified School District <hr/> Name and Title
300 Forest Avenue Pacific Grove, CA 93950 <hr/> Address	471 Junipero Ave Pacific Grove, CA 93950 <hr/> Address
(831) 648-3134 <hr/> Phone	(831) 646-6510 <hr/> Phone

**9. Scheduling Use of Property**

**a. Master Schedule**

PGUSD and City shall develop a master schedule for joint use of PGUSD and City Property to allocate property use to PGUSD, City, and third parties. Designated PGUSD and City employees shall schedule meetings at such other times as mutually agreed upon by MPUSD and City. At these meetings, PGUSD and City will review and evaluate the status and condition of jointly used properties and modify or confirm the upcoming schedule.

**b. Scheduling Use of City Property**

The City shall have sole responsibility for scheduling use of City Property when the City and PGUSD are not using the Property.

**c. Scheduling Use of City Property**

PGUSD shall have sole responsibility for scheduling the use of PGUSD Property when the City and PGUSD are not using the Property.

**10. Documentation and Allocation of Facilities Use and Operational Costs.****a. Tracking Use of Facilities**

PGUSD and the City shall each maintain a record setting forth the dates, times, and type of use of their respective properties under this Agreement.

**b. Documentation of Costs**

PGUSD and the City shall maintain records of costs associated with the Agreement.

**11. Fees and Charges****a. Admission Fees to City Properties**

Any admission fees for recreational activities on City Property must receive prior written approval from the City Manager or designee.

**b. City Use of PGUSD School Busses**

City shall pay any fees and costs associated with use of PGUSD School Buses for transportation of recreation participants during scheduled City programs.

**c. Annual Review of Benefits**

PGUSD and City shall annually review the exchange of benefits based upon hours of use, costs, fees, and capital investments.

**d. Reimbursement for Outside Services**

At times, it may be necessary for user to need assistance with operating the owner's equipment or provide trained supervision. The user may bring in their own professionals at user's expense or request owner to contract with an outside service. Outside services contracted by the owner will be reimbursed by user.

**12. Improvements**

**a.** PGUSD shall obtain prior written consent of the City to make any alterations, additions, or improvements to City Property; the City shall obtain prior written consent of PGUSD to make any alterations, additions, or improvements to PGUSD Property.

**b.** Any such alterations, additions, or improvements will be at the expense of the requesting party, unless otherwise agreed upon.

**c.** Each Party may, for good cause, require demolition or removal of any equipment, alterations, additions, or improvements made by the other Party at the expiration or termination of this Agreement. "Good cause" includes reasons of health, safety, or PGUSD's need to use PGUSD Property for educational purposes or the City's need to use City Property for municipal purposes.

Following such removal, User shall return the Property to the Owner in the same or better condition as it was prior to installation of the equipment or improvement.

**d.** In an emergency required to protect public health and safety, the Party using the property in question shall secure the site and take all reasonably necessary steps to protect public safety. After the emergency, both Parties shall obtain

written consent regarding any permanent site change. Costs shall be determined based on ownership of the site or, as applicable, the equipment or improvements involved.

### 13. **Supervision and Security**

#### a. **Supervision and Enforcement**

Each User shall train and provide an adequate number of competent personnel to supervise all scheduled activities on the Owner's Property. The User shall enforce all of the Owner's rules, regulations, and policies while supervising activities or programs on the Owner's Property, including but not limited to hours or other terms of use such as occupancy or noise limits.

#### b. **Security**

The Owner shall provide the User with access to the Owner's Property. The Owner will provide keys, security cards, and training as needed to the User's employee(s) responsible for opening and locking the Owner's Property while supervising activities or programs.

#### c. **Inspection and Notification**

The User shall inspect the Owner's Property after each use to ensure each site used is returned in the condition it was received. The User shall ensure the Owner is notified within \_\_\_\_\_ hours/days in the event that the Owner's Property suffers damage during User's use. Such notification shall consist of sending written notification by letter, facsimile, or email to the Owner's designated employee identifying the damaged property, date of detection, name of inspector, description of damage, and estimated or fixed costs of repair or property replacement.

### 14. **Supplies**

The User shall furnish and supply all expendable materials necessary to carry out its programs while using the Owner's Property.

### 15. **Utilities**

The Owner agrees to provide all onsite utilities at the agreed upon sites.

### 16. **Maintenance and Custodial Services**

#### a. **Maintenance**

The User agrees to exercise due care in the use of the Owner's Property. The User shall during the time of its use keep the Owner's Property in neat order.

The Owners shall be responsible for the regular maintenance, repair, and upkeep of their respective Properties.

#### b. **Custodial**

The Owner shall make its restrooms and trash receptacles available during the User's use of Owner 's Property. The Owner shall provide janitorial services, without charge, for all facilities on the Owner's Property. If it is determined that the User left the premises in a condition which requires additional services, the User will be charged at a rate of \$50.00/hour.

**c. Inspection**

Each party is responsible for inspecting the others' facilities to determine suitability for the intended use/purpose. The properties are generally accepted "as-is".

**17. Restitution and Repair**

a. The User shall be wholly responsible to repair, remediate, or fund the replacement or remediation of any and all damage or vandalism to the Owner's Property during the User's use of that Property.

**b. Repairs**

Except as may be subsequently mutually agreed in writing, the User shall not cause repairs to be made for any property, facility, building, or item of equipment for which the Owner is responsible. The Owner agrees to make such repairs within the estimated and/or fixed costs agreed upon. If it is mutually determined or if it is the result of problem-resolution under section 21d below of this Agreement that the User is responsible for the damage, then the User agrees to reimburse the Owner at the estimated and/or fixed costs agreed upon.

**c. Reimbursement Procedure**

The Owner shall send an invoice to the User's designated employee within \_\_\_\_ days of completion of repairs or replacement of damaged Property. The invoice shall itemize all work hours, equipment, and materials with cost rates as applied to the repair work. If the repair is completed by a contractor, a copy of the contractor's itemized statement shall be attached. Actual costs shall be reimbursed if less than estimated and/or fixed costs. The User shall reimburse the Owner within \_\_\_\_\_ days from receipt of such invoice.

**18. Liability and Indemnification**

a. The City shall defend, indemnify, and hold PGUSD, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the City, its officers, agents, or employees.

b. PGUSD shall defend, indemnify, and hold the City, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents, or employees.

**19. Insurance**

Without limiting the Parties duty to indemnify, each Party shall maintain in effect throughout the term of this Agreement a policy or policies of insurance in a bona-fide program of public liability, auto and workers' compensation insurance either through self-insurance or through a combination of commercial insurance and self-insurance sufficient to cover their liability obligations under this Agreement. Each Party recognizes and accepts the



other Party's bona-fide program of public liability, auto and workers' compensation insurance.

## 20. Termination

During the term of this Agreement, the Parties may terminate the Agreement for any reason by giving written notice of termination to the other Party at least six (6) months prior to the effective date of termination. Such notice shall set forth the effective date of termination.

## 21. Miscellaneous Provisions

- a. Conflict of Interest. The Parties represent that they presently have no interest and agrees not to acquire any interest during the term of this Agreement which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the services required under this Agreement.
- b. Amendment. This Agreement may be amended or modified only by an instrument in writing signed by the City and the PGUSD and ratified by the governing board of each agency.
- c. Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the City and the PGUSD. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- d. Disputes. The Parties shall continue to perform under this Agreement during any dispute. PGUSD and the CITY hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.
- e. Assignment and Subcontracting. The Parties shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the other Party.
- f. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- g. Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- h. Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- i. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California. Venue shall be in the County of Monterey.
- j. Nonexclusive Agreement. This Agreement is nonexclusive and both City and PGUSD expressly reserve the right to contract with other entities for the same or similar services.

- k. Construction of Agreement. The City and PGUSD agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- l. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- m. Authority. Any individual executing this Agreement on behalf of the City or the PGUSD represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- n. Integration. This Agreement, including the exhibits any documents incorporated by reference, represent the entire Agreement between the City and the PGUSD with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the City and the PGUSD as of the effective date of this Agreement, which is the date that the City signs the Agreement.
- o. Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.
- p. Severability. If any of the provisions contained in the Contract are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Contract for any cause. If a part of this Contract is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Contract is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

## CITY OF PACIFIC GROVE

By \_\_\_\_\_  
City Manager or Mayor

ATTEST

By \_\_\_\_\_  
City Clerk

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By \_\_\_\_\_  
Superintendent of Schools

ATTEST

By \_\_\_\_\_  
Clerk of the School Board

**Attachment A:****City of Pacific Grove Properties and Activities**

City of Pacific Grove facilities authorized for use by PGUSD:

- Pacific Grove Community Center  
*515 Junipero Ave*
- Pacific Grove Youth Center  
*302 16<sup>th</sup> St*
- Chautauqua Hall  
*16<sup>th</sup> & Central Ave.*
- Lovers Point Park
- Caledonia Park
- Pacific Grove Municipal Ballpark
- George Washington Park
- Morris Dill Tennis Courts

City of Pacific Grove Recreational activities authorized on and/or at PGUSD facilities:

- Recreational sports practices and games
- Summer and school break camp activities
- Training of recreation staff
- Performing Arts performances, showcases and events

**Attachment B:****Pacific Grove Unified School District Properties and Activities**

Pacific Grove Unified School District facilities authorized for use by City of Pacific Grove:

- Pacific Grove High School (Gymnasium, Sports Fields, Swimming pool)  
*615 Sunset Dr.*
- Pacific Grove Middle School (Gymnasium, Sports Fields, Performing Arts Center)  
*835 Forest Ave.*
- Robert Down Elementary (Sports fields, Auditorium)  
*485 Pine Ave.*
- Forrest Grove Elementary  
*1065 Congress Ave.*
- Pacific Grove Adult School  
*1025 Lighthouse Ave.*

PGUSD activities authorized on and/or at City of Pacific Grove facilities:

- Sports team practices and games
- Adult School classes and programs
- District organized student recognition events, lunches and celebrations.

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

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** August 20, 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, 2020-21 School Year

July 16	<b>Regular Board Meeting</b> ✓ Academic and Operations Reopening Plan	VIRTUAL
July 23	<b>Special Board Meeting</b> ✓ Academic and Operations Reopening Plan	VIRTUAL
July 30	<b>Special Board Meeting</b> ✓ Academic and Operations Reopening Plan	VIRTUAL
Aug. 20	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	VIRTUAL
Sept. 3	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	VIRTUAL
Sept. 17	<b>Regular Board Meeting</b> ✓ Williams Uniform Complaint Report	VIRTUAL
Sept. 26 *Saturday 9am-12pm	<b>Special Board Meeting</b> ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised	VIRTUAL
Oct. 1	<b>Regular Board Meeting</b> ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	VIRTUAL
Oct. 22	<b>Regular Board Meeting</b> ✓ Quarterly District Safety Update* ✓ Budget Revision #2 on 2020-21 Working Budget (Preliminary First Interim)	VIRTUAL
Nov. 12	<b>Regular Board Meeting</b> ✓ PGHS Course Bulletin Information/Discussion	VIRTUAL
Nov. 19	<b>Regular Board Meeting</b> ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates* ✓ LCAP Public Hearing	VIRTUAL
Dec. 10	<b>Regular Board Meeting</b> ✓ First Interim Report ✓ Budget Revision #3 ✓ Adoption of LCAP	VIRTUAL
Dec. 17	<b>Organizational Meeting</b> ✓ Election of 2020-21 Board President and Clerk ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	VIRTUAL

\*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:** August 20, 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  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Review of Legal Fees for 2019-20

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review legal fees expended from July 1, 2019 through May 11, 2020.

**BACKGROUND:**

Pacific Grove USD has been utilizing legal services from the law firm of Lozano Smith for many years.

**INFORMATION:**

The Board has requested a review of legal costs and fees expended for this school year. The spreadsheet has a breakdown of these general categories:

- General Student fees & costs
- Mandated cost
- Special Education Fees & Costs
- Employee cases
- General Board governance fees & costs
- General Facilities and Business fees & costs
- General Technology fees & costs

Details of names and descriptions are redacted to provide confidentiality and privacy.

**FISCAL IMPACT:**

As for May 11, 2020, the District has paid \$81,248.08 in legal costs and fees to the law firm of Lozano Smith.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT												
2019-20 Lozano Smith Legal Fees												
For Periods: 7/1/2019 to 5/11/2020												
Description	July	August	September	October	November	December	January	February	March	April	11-May-20	Grand Total
General Student Fees	\$26.00	\$4,266.93	\$491.62	\$0.00	\$28.50	\$342.00	\$0.00	\$874.00	\$484.50	\$515.37	\$1,192.72	\$8,221.64
General Student Costs	\$0.00	\$11.50	\$12.18	\$0.00	\$11.60	\$1.75	\$0.00	\$1.75	\$1.25	\$0.00	\$0.00	\$40.03
General Labor & Employment Fees	\$413.00	\$0.00	\$370.50	\$1,453.50	\$399.00	\$1,425.00	\$1,510.50	\$1,140.00	\$484.50	\$1,311.00	\$142.50	\$8,649.50
General Labor & Employment Costs	\$0.00	\$0.00	\$0.00	\$10.25	\$0.00	\$14.00	\$27.00	\$5.00	\$9.00	\$8.25	\$0.00	\$73.50
General Legal Matters Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$712.50	\$871.62	\$550.05	\$142.50	\$1,140.00	\$969.00	\$0.00	\$4,385.67
General Legal Matters Costs	\$155.35	\$0.00	\$0.00	\$0.00	\$2.00	\$1.75	\$26.31	\$0.00	\$26.00	\$3.00	\$0.00	\$214.41
Mandated Cost: Labor Issues Fees	\$0.00	\$0.00	\$427.50	\$0.00	\$85.50	\$85.50	\$342.00	\$228.00	\$940.50	\$2,736.00	\$1,425.00	\$6,270.00
Mandated Cost: Labor Issues Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.50	\$18.75	\$1.20	\$24.45
Mandated Cost: Brown Act Agenda Prep Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	\$0.00	\$0.00	\$114.00
Mandated Cost: Brown Act Agenda Prep Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mandated Cost: Public Records Act Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.76	\$0.00	\$0.00	\$156.76
Mandated Cost: Public Records Act Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50	\$0.00	\$0.00	\$0.50
Special Education Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$583.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$583.78
Special Education Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00
Employee case - Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$399.00	\$456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$855.00
Employee case - Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$6.75	\$3.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.50
Special Education Matters Fees	\$1,516.00	\$437.00	\$0.00	\$3,253.75	\$561.92	\$1,453.50	\$114.00	\$0.00	\$895.38	\$2,166.00	\$0.00	\$10,397.55
Special Education Matters Costs	\$0.00	\$39.41	\$0.00	\$27.55	\$2.50	\$0.00	\$7.34	\$0.00	\$0.00	\$4.75	\$0.00	\$81.55
Student Residency Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.50	\$0.00	\$0.00	\$0.00	\$0.00	\$199.50
Student Residency Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Education Fees	\$428.00	\$302.10	\$0.00	\$28.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$758.60
Special Education Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Education Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.50	\$0.00	\$28.50
Special Education Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DFEH Complaint Fees	\$3,179.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66.97	\$0.00	\$0.00	\$0.00	\$0.00	\$3,246.47
DFEH Complaint Costs	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1.25
Discrimination Complaint Fees	\$649.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$649.00
Discrimination Complaint Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee case - Fees	\$787.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787.00
Employee case - Costs	\$46.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.78
General Board Governance Fees	\$4,104.50	\$513.00	\$1,852.50	\$5,415.00	\$1,881.00	\$456.00	\$2,724.13	\$655.50	\$684.00	\$684.00	\$2,638.62	\$21,608.25
General Board Governance Costs	\$113.70	\$8.10	\$4.00	\$34.65	\$47.75	\$2.25	\$14.50	\$3.25	\$24.13	\$1.00	\$0.00	\$253.33
General Facilities and Business Fees	\$0.00	\$0.00	\$399.00	\$0.00	\$1,742.77	\$0.00	\$0.00	\$171.00	\$1,368.00	\$2,895.12	\$0.00	\$6,575.89
General Facilities and Business Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$3.25	\$0.00	\$0.00	\$0.00	\$21.75	\$0.75	\$0.00	\$25.75
General Litigation Fees	\$29.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$427.50	\$0.00	\$660.73	\$132.53	\$1,250.26
General Litigation Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Technology Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,686.73	\$4,038.93	\$5,725.66
General Technology Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Fees</b>	<b>\$11,132.50</b>	<b>\$5,519.03</b>	<b>\$3,541.12</b>	<b>\$10,150.75</b>	<b>\$6,393.97</b>	<b>\$5,089.62</b>	<b>\$5,507.15</b>	<b>\$3,638.50</b>	<b>\$6,267.64</b>	<b>\$13,652.45</b>	<b>\$9,570.30</b>	<b>\$80,463.03</b>
<b>Total Costs</b>	<b>\$316.33</b>	<b>\$59.01</b>	<b>\$16.18</b>	<b>\$72.45</b>	<b>\$86.85</b>	<b>\$23.50</b>	<b>\$75.90</b>	<b>\$10.00</b>	<b>\$87.13</b>	<b>\$36.50</b>	<b>\$1.20</b>	<b>\$785.05</b>
<b>Grand Total</b>	<b>\$11,448.83</b>	<b>\$5,578.04</b>	<b>\$3,557.30</b>	<b>\$10,223.20</b>	<b>\$6,480.82</b>	<b>\$5,113.12</b>	<b>\$5,583.05</b>	<b>\$3,648.50</b>	<b>\$6,354.77</b>	<b>\$13,688.95</b>	<b>\$9,571.50</b>	<b>\$81,248.08</b>
Fees = attorney fees												
Costs = mileage, copying, etc												

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

**SUBJECT:** Review of the 2020-21 State Budget Act Senate Bill (SB) 98

**DATE:** August 20, 2020

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review the information provided regarding the Governor's approved State Budget Act for 2020-21, Senate Bill (SB) 98.

**BACKGROUND:**

Each January, the Governor issues his Governor's Budget Proposal which is the first official announcement of the state budget for the coming fiscal year. Then in May, the Governor's May Revision of the January Budget Proposal is issued which provides much more detail, including taking into account Corporation, sales and income taxes collected the month prior. Negotiations then take place between the Assembly, Senate and Governor, culminating in a final state budget prior to July 1.

**INFORMATION:**

On June 29, 2020, Governor Gavin Newsom signed the 2020-21 Budget Act into law as Senate Bill (SB) 98, Omnibus Budget Trailer Bill, a \$202.1 billion spending plan that includes emergency response, public health and safety, and education while closing a \$54.3 billion budget shortfall caused by the COVID-19 recession.

A power point presentation will be presented to the Board which includes the following:

- Overview of Proposition 98
- ADA and Instructional Minutes
- Instruction in the 2020-21 School Year
- One-time Funding
  - SB 117 Covid 19 LEA Response Fund
  - Federal CAREs Act funds
- Employer Contribution Rates
  - A two-year reduction of CalSTRS and CalPERS employer contribution rates

**FISCAL IMPACT:**

Budget items that will impact Pacific Grove USD will be listed in the power point presentation.

- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Review of 2019-20 Actual and 2020-21 Estimated Property Tax Revenues

**DATE:** August 20, 2020

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

**RECOMMENDATION:**

The District Administration recommends that the Board review the attached information regarding actual receipts of Property Tax Revenue for the 2019-20 fiscal year and projections for 2020-21 based on the latest Assessed Valuation.

**BACKGROUND:**

Property tax revenues are received throughout the year, with the largest portions being posted in the months of December (about 51%) and April (about 35%). The remaining 14% of property taxes are received in various amounts throughout the year.

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

In 2011-12, property tax revenue once again started increasing, and the higher growth began in 2013-14. Over the last 5 years, 2014-15 through 2018-19, the average growth was about 5.56%. Last year, 2019-20, there was a slight dip to 4.71%.

**INFORMATION:**

**2019-20 actual Property Taxes:**

- Did Property Taxes increase compared to the prior year, 2019-20 to 2018-19?  
Yes. Actual property tax revenues were \$27,823,800, which is an **increase of \$1,250,541** (up 4.71%) when compared to the prior year, 2018-19. This is the ninth year in a row that property taxes have shown an increase albeit the **percentage of increase has been lower**.
- Did Property Taxes meet budgeted expectations?  
No, due to the adjustment of the CA Flats solar which was not communicated to the District.

Actual property tax receipts were **\$22,507 lower than the original (Adopted Budget) and \$305,837 lower than the Revised Budget which was based on Assessed Valuations provided by the Assessor & Auditor Controller**. The Adopted Budget projections were revised up at the

2019-20 First and Second Interim periods by \$283,330. When compared to the Second Interim, the actual total property tax receipts came in lower by \$305,837 or 1.09%.

**2020-21 Property Tax projections:**

- What was the projection for the 2020-21 property taxes?  
Based on earlier projections from the Assessor's Office, a range of 4% to 4.5% was provided in February 2020. The Board adopted a 4% increase for the 2020-21 Budget Adoption in June. ***This 4% was compared to the higher 2019-20 Second Interim number which was adjusted down by the CA Flats solar.***
- Have the projections change for 2020-21?  
Yes. The Assessor's Office and Auditor Controller's Office provided an update to their last Assessed Valuation. Based on the Tax Rate Areas (TRA's) within the Pacific Grove USD boundaries, the updated projected growth of property taxes is 4.95% which translates into a \$29,200,360 projected property tax receipts for 2020-21. ***Compared it to the \$29,254,823 at Budget Adoption, there is going to be a revised down of \$54,463 for the Revised Budget.***

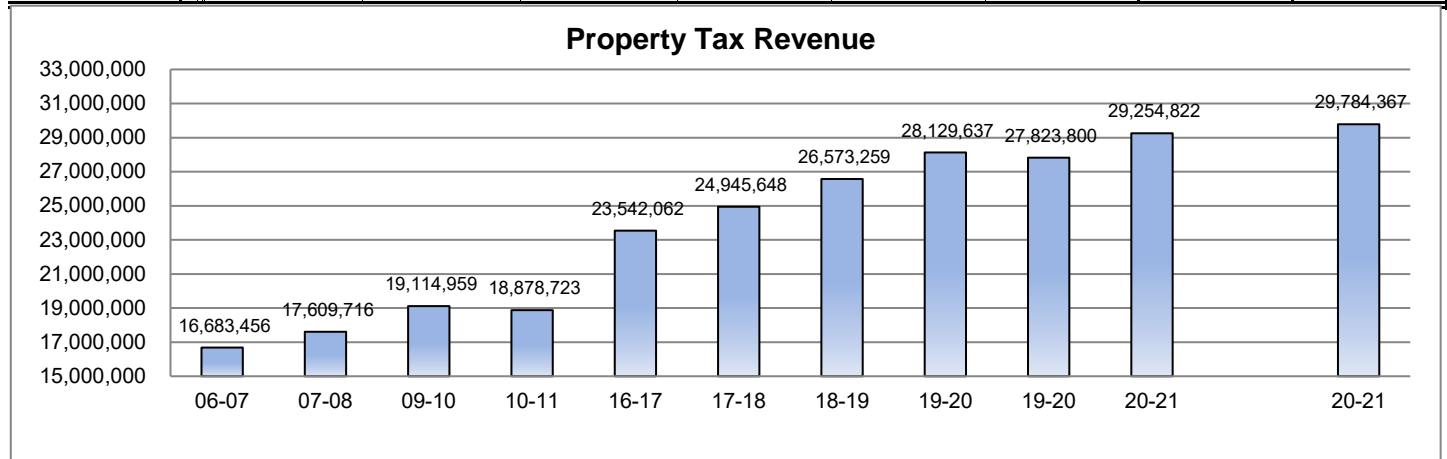
Please see attached spreadsheets which show Assessed Valuation and Property Tax revenues since 2015-16 and 2016-17 respectively.

**FISCAL IMPACT:**

There was a decrease of \$305,837 or 1.09% actual property tax receipts from the 2019-20 Second Interim and a projected decrease of \$54,462 for the updated 2020-21 property tax projections.

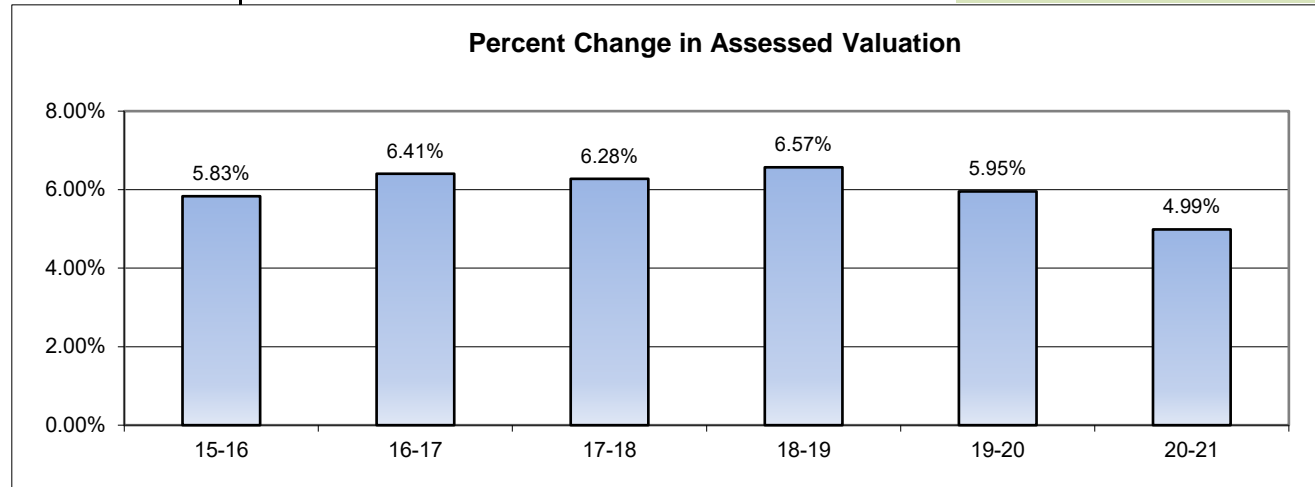
# Property Tax Revenue

	5.90%	5.96%	6.52%	5.86%	3.88%	4.00%	4.95%	2.00%
	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2021-22
	actual	actual	actual	Revised	actual	Estimate	Revised Est.	Estimate
<b>July</b>	-	-	-	-	-	-	-	-
Year-to-Date	-	-	-	-	-	-	-	-
<b>August</b>	-	-	-	-	-	-	-	-
Year-to-Date	-	-	-	-	-	-	-	-
<b>September</b>	49,319	56,920	81,929	91,507	91,507	95,167	96,034	97,955
Year-to-Date	49,319	56,920	81,929	91,507	91,507	95,167	96,034	97,955
<b>October</b>	792,168	818,005	-	-	-	-	-	-
Year-to-Date	841,486	874,925	81,929	-	-	95,167	96,034	97,955
<b>November</b>	42,682	46,407	943,522	1,012,590	1,012,590	1,053,094	1,062,687	1,083,941
Year-to-Date	884,168	921,332	1,025,451	1,104,097	1,104,097	1,148,261	1,158,721	1,181,896
<b>December</b>	12,688,993	13,648,659	13,591,740	14,627,231	14,644,626	15,212,320	15,369,159	15,676,542
Year-to-Date	13,573,161	14,569,991	14,617,191	15,731,328	15,748,723	16,360,581	16,527,880	16,858,437
percent change	8.35%	7.34%	0.32%	2.74%	7.74%	3.89%	1.02%	3.04%
<b>January</b>	307,376	755,156	880,650	645,269	645,269	671,080	677,194	690,737
Year-to-Date	13,880,538	15,325,147	15,497,841	16,376,597	16,393,992	17,031,661	17,205,073	17,549,175
percent change	6.32%	10.41%	1.13%	0.94%	5.78%	3.89%	1.02%	3.04%
<b>February</b>	601,451	1,459,505	719,652	726,703	726,703	755,771	762,655	777,909
Year-to-Date	14,481,989	16,784,652	16,217,492	17,103,300	17,120,695	17,787,432	17,967,729	18,327,083
percent change	6.40%	15.90%	-3.38%	-4.91%	5.57%	3.89%	1.01%	3.03%
<b>March</b>	502,464	5,135	560,829	611,291	635,096	635,743	666,517	679,847
Year-to-Date	14,984,452	16,789,787	16,778,321	17,714,591	17,755,791	18,423,175	18,634,246	19,006,930
percent change	6.05%	12.05%	-0.07%	-1.55%	5.83%	3.76%	1.15%	3.17%
<b>April</b>	8,041,076	7,665,157	9,268,101	9,840,806	9,353,536	10,234,438	9,816,292	10,012,618
Year-to-Date	23,025,529	24,454,944	26,046,422	27,555,397	27,109,326	28,657,613	28,450,538	29,019,549
percent change	5.80%	6.21%	6.51%	1.11%	4.08%	5.71%	-0.72%	1.26%
<b>May</b>	83,677	72,178	102,453	111,672	62,709	116,139	65,812	67,128
Year-to-Date	23,109,205	24,527,122	26,148,876	27,667,069	27,172,035	28,773,752	28,516,349	29,086,676
percent change	5.91%	6.14%	6.61%	1.19%	3.91%	5.89%	-0.89%	1.09%
<b>June</b>	432,856	418,526	424,383	462,568	651,765	481,071	684,011	697,691
Year-to-Date	23,542,062	24,945,648	26,573,259	28,129,637	27,823,800	29,254,822	29,200,360	29,784,367
percent change	5.90%	5.96%	6.52%	1.02%	4.71%	5.14%	-0.19%	1.81%
<b>Total</b>	23,542,062	24,945,648	26,573,259	28,129,637	27,823,800	29,254,822	29,200,360	29,784,367
<b>Inc (Dec)</b>	1,310,658	1,403,586	1,627,611	1,546,050	1,250,541	1,431,022	(54,462)	529,545
percent change	5.90%	5.96%	6.52%	5.55%	4.71%	5.14%	-0.19%	1.81%



# Assessed Valuation

Tax District		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
		actual	actual	actual	actual	actual	Estimate
<b>PG</b>	AV	2,483,755,318	2,639,724,765	2,815,131,775	3,005,933,828	3,192,283,741	3,336,457,310
<b>004-000</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.471707	0.472042
Parcels	<b>Tax</b>	<b>11,716,048</b>	<b>12,451,766</b>	<b>13,279,174</b>	<b>14,179,200</b>	<b>15,058,226</b>	<b>15,749,480</b>
7,544	Change	608,661	735,719	827,407	900,027	879,026	691,254
<b>PG</b>	AV	149,929	152,215	155,259	158,361	161,527	164,755
<b>004-001</b>	Rate	0.475908	0.475908	0.475908	0.475908	0.475908	0.475908
Parcels	<b>Tax</b>	<b>714</b>	<b>724</b>	<b>739</b>	<b>754</b>	<b>769</b>	<b>784</b>
2	Change	14	11	14	15	15	15
<b>PG</b>	AV	378,060,283	398,489,557	426,135,448	447,447,544	472,203,642	499,051,541
<b>004-002</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.471707	0.471707
Parcels	<b>Tax</b>	<b>1,783,337</b>	<b>1,879,703</b>	<b>2,010,111</b>	<b>2,110,641</b>	<b>2,227,418</b>	<b>2,354,061</b>
1,142	Change	111,237	96,366	130,408	100,531	116,776	126,643
<b>PG</b>	AV	15,957,006	16,162,262	16,488,937	16,849,933	17,101,663	17,548,510
<b>004-004</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.471707	0.471707
Parcels	<b>Tax</b>	<b>75,270</b>	<b>76,239</b>	<b>77,779</b>	<b>79,482</b>	<b>80,670</b>	<b>82,778</b>
30	Change	1,225	968	1,541	1,703	1,187	2,108
<b>PG</b>	AV	194,910	195,440	172,458	175,690	162,200	158,870
<b>004-005</b>	Rate	0.569710	0.569710	0.569710	0.569710	0.569710	0.569710
Parcels	<b>Tax</b>	<b>1,110</b>	<b>1,113</b>	<b>983</b>	<b>1,001</b>	<b>924</b>	<b>905</b>
10	Change	(90)	3	(131)	18	(77)	(19)
<b>PB</b>	AV	1,807,374,077	1,931,501,204	2,040,803,324	2,176,651,489	2,301,836,960	2,427,213,287
<b>102-001</b>	Rate	0.453536	0.453536	0.453536	0.453536	0.453536	0.453536
Parcels	<b>Tax</b>	<b>8,197,092</b>	<b>8,760,053</b>	<b>9,255,778</b>	<b>9,871,898</b>	<b>10,439,659</b>	<b>11,008,286</b>
1,797	Change	479,543	562,961	495,724	616,120	567,761	568,627
<b>PB</b>	AV	1,998,775	1,814,471	1,711,053	1,653,888	1,279,480	896,694
<b>102-003</b>	Rate	0.453536	0.453536	0.453536	0.453536	0.453536	0.453536
Parcels	<b>Tax</b>	<b>9,065</b>	<b>8,229</b>	<b>7,760</b>	<b>7,501</b>	<b>5,803</b>	<b>4,067</b>
1	Change	(172)	(836)	(469)	(259)	(1,698)	(1,736)
<b>Totals</b>	AV	4,687,490,298	4,988,039,914	5,300,598,254	5,648,870,733	5,985,029,213	6,281,490,967
	<b>Tax</b>	<b>21,782,636</b>	<b>23,177,829</b>	<b>24,632,323</b>	<b>26,250,478</b>	<b>27,813,468</b>	<b>29,200,360</b>
Parcels	<b>Change</b>	<b>1,200,418</b>	<b>1,395,193</b>	<b>1,454,495</b>	<b>1,618,154</b>	<b>1,562,991</b>	<b>1,386,892</b>
10,526	<b>Chg %</b>	<b>5.83%</b>	<b>6.41%</b>	<b>6.28%</b>	<b>6.57%</b>	<b>5.95%</b>	<b>4.99%</b>
<b>Actual change</b>		<b>\$ 22,231,404</b>	<b>\$ 23,542,062</b>	<b>\$ 24,945,648</b>	<b>\$ 26,573,259</b>	<b>\$ 27,823,800</b>	<b>\$ 29,523,008</b>



- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Review of District Enrollment Projections for the First Week of School for 2020-21

**DATE:** August 20, 2020

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

**RECOMMENDATION:**

The District Administration recommends that the Board review the attached information regarding enrollment for the first week of school for 2020-21.

**BACKGROUND:**

After several years of declining enrollment up to 2014-15, in 2015-16, CBEDS enrollment leveled out at 2,083, 2,082 in 2016-17, and 2,088 in 2017-18. Then, there was a slight decline to 2,031 in 2018-19, and further decline to 1,975 in 2019-20. This year, 2020-21, the projection is 1968 while enrollment based on registrations on August 7, 2020, was 1,936.

**INFORMATION:**

Some enrollment observations as of August 7, 2020 for the first day of school on August 12, 2020:

Total District enrollment is 1,936, a decrease of 59 students compared to last year (1,995 on the 1<sup>st</sup> day of school) at this same time. Registrations in Illuminate were still taking place when this report was printed and there could be adjustments thereafter.

- 1) Forest Grove enrollment is at **373 (TK is accounted separately under #7)**, as compared to 420 last year this time.
- 2) Robert Down enrollment is at **440**, as compared to 459 last year this time.
- 3) Middle School enrollment is **476**, an increase of 28 students over this time last year and 17 students over projection. The incoming 6<sup>th</sup> graders are from last year's bigger cohort of 5<sup>th</sup> graders.
- 4) High School enrollment is **602**, a decrease of 23 students compared to this time last year and 13 under projection. Incoming 9<sup>th</sup> grade students are lower this year.
- 5) Community High School has **16** students, the same level this time last year.
- 6) The Transitional Kindergarten (TK) class at Forest Grove currently has **20** students, 5 down from last year. TK is using an early bird-late bird format which decreases class size for a majority of the day.
- 7) Special Day Class enrollment is **29** at the elementary schools; 21 at Forest Grove and 8 at Robert Down.

**FISCAL IMPACT:**

Changes in enrollment have no significant impact on revenues because the District receives its funding primarily from local property taxes.



Pacific Grove Unified School District  
**Enrollment - 2020-21**

Projections

	Apr	May	Jun	Jul	Aug 12	Aug 19	Sep 16	Oct 7	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Forest Grove</b>	<b>covid 19</b>				<b>1st Day</b>	<b>6th Day</b>		<b>CBEDs</b>	<b>25th</b>	<b>10th</b>					
TK	1.00	25	25	-	-	20	-	-	-	McDaniel					
sped=0		25.0	25.0	-	-	20.0	-	-	-	-	-	-	-	-	-
K	3.00	70	70	-	-	51	-	-	-	Hunter 16 - Sweeney 18 - Wright 17					
Barrett	sped=2	23.3	23.3	-	-	17.0	-	-	-	-	-	-	-	-	-
1	3.00	59	59	-	-	63	-	-	-	McCarty 21 - Moore 21 - TBA 21					
Barrett	sped=2	19.7	19.7	-	-	21.0	-	-	-	-	-	-	-	-	-
2	3.00	61	61	-	-	55	-	-	-	Brosseau 20 - Cina 18 - Patel 17					
Barrett	sped=6	20.3	20.3	-	-	18.3	-	-	-	-	-	-	-	-	-
3	3.00	81	82	-	-	55	-	-	-	Gordon 19 - Newman 20 - Welch 16					
K 2 & K 5	sped=1	27.0	27.3	-	-	18.3	-	-	-	-	-	-	-	-	-
4	4.00	56	57	-	-	69	-	-	-	Andersen 16 - Gordano 16 - Serpa 16 - Valdez 21					
Kreeger	sped=8	14.0	14.3	-	-	17.3	-	-	-	-	-	-	-	-	-
5	3.00	67	67	-	-	60	-	-	-	Condit 21 - Sanchez 19 - Yant 20					
Kreeger	sped=2	22.3	22.3	-	-	20.0	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>20.00</b>	<b>419</b>	<b>421</b>	-	-	<b>373</b>	-	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		21.0	21.1	-	-	18.7	-	-	-	-	-	-	-	-	-
<b>SE (SDC)</b>	<b>2.00</b>	17	17	-	-	21	-	-	-	-	-	-	-	-	-
<b>Robert Down</b>															
K	3.00	67	67	-	-	56	-	-	-	Chavez 17 - Kelly 21 - Renteria 18					
Bloomer	sped=0	22.3	22.3	-	-	18.7	-	-	-	-	-	-	-	-	-
1	3.00	88	88	-	-	72	-	-	-	Evans 24 - McNickle 24 - Perkins 24					
Bloomer	sped=3	29.3	29.3	-	-	24.0	-	-	-	-	-	-	-	-	-
2	4.00	74	74	-	-	87	-	-	-	Bingham 23 - Gilmore 22 - Johnson 22 - Luciano 20					
Bloomer	sped=1	18.5	18.5	-	-	21.8	-	-	-	-	-	-	-	-	-
3	3.00	94	94	-	-	73	-	-	-	Jones 25 - Perlstein 24 - Stejskal 24					
Bloomer	sped=3	31.3	31.3	-	-	24.3	-	-	-	-	-	-	-	-	-
4	4.00	72	72	-	-	84	-	-	-	Brockmeyer 22 - Ibrahim 20 - Levy 21 - Pechan 21					
sped=1		18.0	18.0	-	-	21.0	-	-	-	-	-	-	-	-	-
5	3.00	78	78	-	-	68	-	-	-	Dacuyan 21 - Hiserman 25 - Hober 22					
sped=0		26.0	26.0	-	-	22.7	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>20.00</b>	<b>473</b>	<b>473</b>	-	-	<b>440</b>	-	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		23.7	23.7	-	-	22.0	-	-	-	-	-	-	-	-	-
<b>SE/Reading</b>	<b>1.00</b>	-	-	-	-	8	-	-	-	-	-	-	-	-	-
<b>Middle School</b>															
6		133	133	-	-	153	-	-	-	-	-	-	-	-	-
7		180	179	-	-	136	-	-	-	-	-	-	-	-	-
8		137	137	-	-	187	-	-	-	-	-	-	-	-	-
<b>Total MS</b>	<b>24.80</b>	<b>450</b>	<b>449</b>	-	-	<b>476</b>	-	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		18.1	18.1	-	-	19.2	-	-	-	-	-	-	-	-	-
<b>High School</b>															
9		164	164	-	-	141	-	-	-	-	-	-	-	-	-
10		168	168	-	-	165	-	-	-	-	-	-	-	-	-
11		132	132	-	-	161	-	-	-	-	-	-	-	-	-
12		140	140	-	-	135	-	-	-	-	-	-	-	-	-
<b>Total HS</b>	<b>29.20</b>	<b>604</b>	<b>604</b>	-	-	<b>602</b>	-	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		20.7	20.7	-	-	20.6	-	-	-	-	-	-	-	-	-
<b>Community High School</b>															
<b>Total CHS</b>		<b>21</b>	<b>21</b>	-	-	<b>16</b>	-	-	-	-	-	-	-	-	-
<b>Total District</b>		<b>1,984</b>	<b>1,985</b>	-	-	<b>1,936</b>	-	-	-	-	-	-	-	-	-
<b>Change</b>		(71)	(70)	-	-	(59)	(1,976)	(1,980)	(1,975)	(1,976)	(1,972)	(1,978)	(1,993)	(1,993)	-

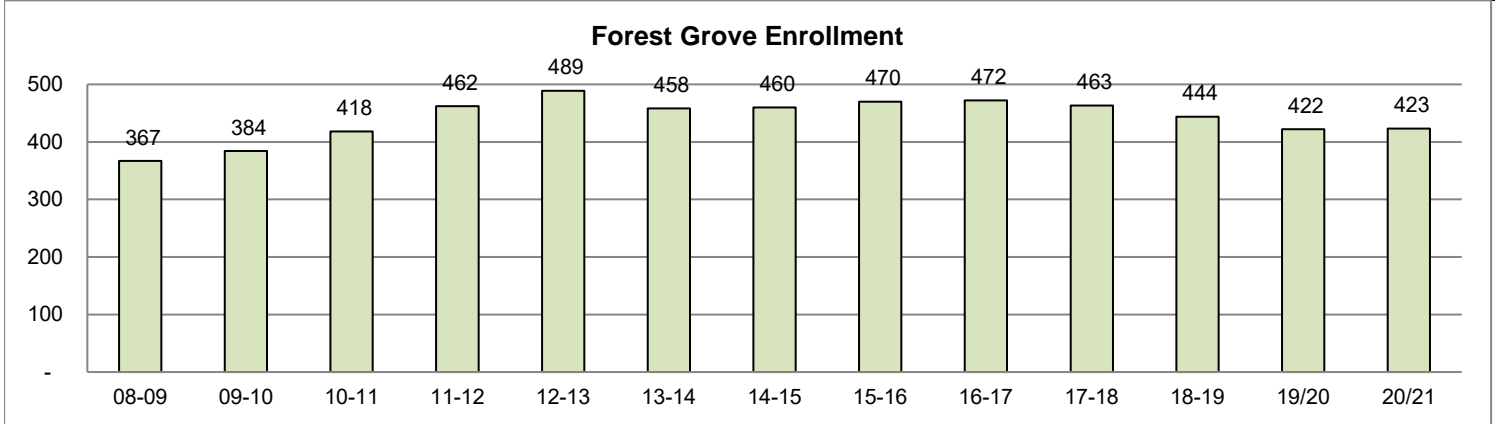
# Enrollment - 2019-20

Projections																
	Apr	May	Jun	Jul	Aug 7	Aug 14	Sep 16	Oct 2	Nov	Dec	Jan	Feb	Mar	Apr	May	
<b>Forest Grove</b>					1st Day	6th Day		CBEDs	25th	10th						
TK	1.00	26	26	-	-	21	21	25	26	26	26	24	25	25	-	-
sped=0		26.0	26.0	-	-	21.0	21.0	25.0	26.0	26.0	26.0	24.0	25.0	25.0	-	-
K	4.00	68	68	-	-	68	67	66	65	67	66	68	70	70	-	-
McMillan	sped=2	17.0	17.0	-	-	17.0	16.8	16.5	16.3	16.8	16.5	17.0	17.5	17.5	-	-
1	3.00	63	63	-	-	59	58	59	61	61	60	59	59	59	-	-
McMillan	sped=3	21.0	21.0	-	-	19.7	19.3	19.7	20.3	20.3	20.0	19.7	19.7	19.7	-	-
2	3.00	59	59	-	-	60	59	59	60	60	59	59	61	61	-	-
McMillan	sped=1	19.7	19.7	-	-	20.0	19.7	19.7	20.0	20.0	19.7	19.7	20.3	20.3	-	-
3	4.00	85	85	-	-	86	78	77	76	75	77	81	81	81	-	-
K 2 & K 5	sped=7	21.3	21.3	-	-	21.5	19.5	19.3	19.0	18.8	19.3	20.3	20.3	20.3	-	-
4	3.00	60	60	-	-	56	53	52	52	52	53	56	56	56	-	-
Kreeger	sped=3	20.0	20.0	-	-	18.7	17.7	17.3	17.3	17.3	17.7	18.7	18.7	18.7	-	-
5	3.00	72	72	-	-	70	66	65	65	65	65	67	67	67	-	-
Kreeger	sped=2	24.0	24.0	-	-	23.3	22.0	21.7	21.7	21.7	21.7	22.3	22.3	22.3	-	-
<b>Total</b>	<b>21.00</b>	<b>433</b>	<b>433</b>	-	-	<b>420</b>	<b>402</b>	<b>403</b>	<b>405</b>	<b>406</b>	<b>406</b>	<b>414</b>	<b>419</b>	<b>419</b>	-	-
<b>Avg Class Size</b>		20.6	20.6	-	-	20.0	19.1	19.2	19.3	19.3	19.3	19.7	20.0	20.0	-	-
<b>SE (SDC)</b>	<b>3.00</b>	<b>18</b>	<b>18</b>	-	-	<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>	-	-
<b>Robert Down</b>																
K	3.00	77	77	-	-	60	61	64	63	64	63	67	67	67	-	-
Bloomer	sped=3	25.7	25.7	-	-	20.0	20.3	21.3	21.0	21.3	21.0	22.3	22.3	22.3	-	-
1	4.00	78	78	-	-	84	86	84	84	85	85	88	88	88	-	-
Bloomer	sped=2	19.5	19.5	-	-	21.0	21.5	21.0	21.0	21.3	21.3	22.0	22.0	22.0	-	-
2	3.00	72	72	-	-	72	70	74	71	71	71	73	74	74	-	-
Bloomer	sped=3	24.0	24.0	-	-	24.0	23.3	24.7	23.7	23.7	23.7	24.3	24.7	24.7	-	-
3	4.00	88	88	-	-	90	90	90	91	92	92	92	93	94	-	-
Bloomer	sped=1	22.0	22.0	-	-	22.5	22.5	22.5	22.8	23.0	23.0	23.0	23.3	23.5	-	-
4	3.00	75	75	-	-	72	72	70	72	70	70	70	72	72	-	-
	sped=0	25.0	25.0	-	-	24.0	24.0	23.3	24.0	23.3	23.3	23.3	24.0	24.0	-	-
5	3.00	79	79	-	-	81	82	81	79	79	78	76	78	78	-	-
	sped=0	26.3	26.3	-	-	27.0	27.3	27.0	26.3	26.3	26.0	25.3	26.0	26.0	-	-
<b>Total</b>	<b>20.00</b>	<b>469</b>	<b>469</b>	-	-	<b>459</b>	<b>461</b>	<b>463</b>	<b>460</b>	<b>461</b>	<b>459</b>	<b>466</b>	<b>472</b>	<b>473</b>	-	-
<b>Avg Class Size</b>		23.5	23.5	-	-	23.0	23.1	23.2	23.0	23.1	23.0	23.3	23.6	23.7	-	-
<b>SE/Reading</b>	<b>1.00</b>	<b>8</b>	<b>8</b>	-	-	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	-	-
<b>Middle School</b>																
6		135	135	-	-	132	131	131	130	130	131	131	133	133	-	-
7		174	174	-	-	178	180	179	179	179	178	179	180	180	-	-
8		145	145	-	-	138	139	140	138	138	137	137	137	137	-	-
<b>Total MS</b>	<b>21.32</b>	<b>454</b>	<b>454</b>	-	-	<b>448</b>	<b>450</b>	<b>450</b>	<b>447</b>	<b>447</b>	<b>446</b>	<b>447</b>	<b>450</b>	<b>450</b>	-	-
<b>Avg Class Size</b>		21.3	21.3	-	-	21.0	21.1	21.1	21.0	21.0	20.9	21.0	21.1	21.1	-	-
<b>High School</b>																
9		168	168	-	-	174	172	170	169	169	169	164	164	164	-	-
10		186	186	-	-	169	169	171	170	170	170	167	167	167	-	-
11		151	151	-	-	141	139	138	138	137	137	132	132	132	-	-
12		148	148	-	-	141	142	142	141	140	140	140	140	140	-	-
<b>Total HS</b>	<b>29.20</b>	<b>653</b>	<b>653</b>	-	-	<b>625</b>	<b>622</b>	<b>621</b>	<b>618</b>	<b>616</b>	<b>616</b>	<b>603</b>	<b>603</b>	<b>603</b>	-	-
<b>Avg Class Size</b>		22.4	22.4	-	-	21.4	21.3	21.3	21.2	21.1	21.1	20.7	20.7	20.7	-	-
<b>Community High School</b>																
<b>Total CHS</b>		<b>20</b>	<b>20</b>	-	-	<b>16</b>	<b>15</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>20</b>	<b>21</b>	<b>21</b>	-	-
<b>Total District</b>		<b>2,055</b>	<b>2,055</b>	-	-	<b>1,995</b>	<b>1,976</b>	<b>1,980</b>	<b>1,975</b>	<b>1,976</b>	<b>1,972</b>	<b>1,978</b>	<b>1,993</b>	<b>1,993</b>	-	-
<b>Change</b>		(43)	(11)	-	-	(49)	(68)	(53)	(56)	(41)	(7)	(28)	(36)	(38)	(2,029)	(2,023)

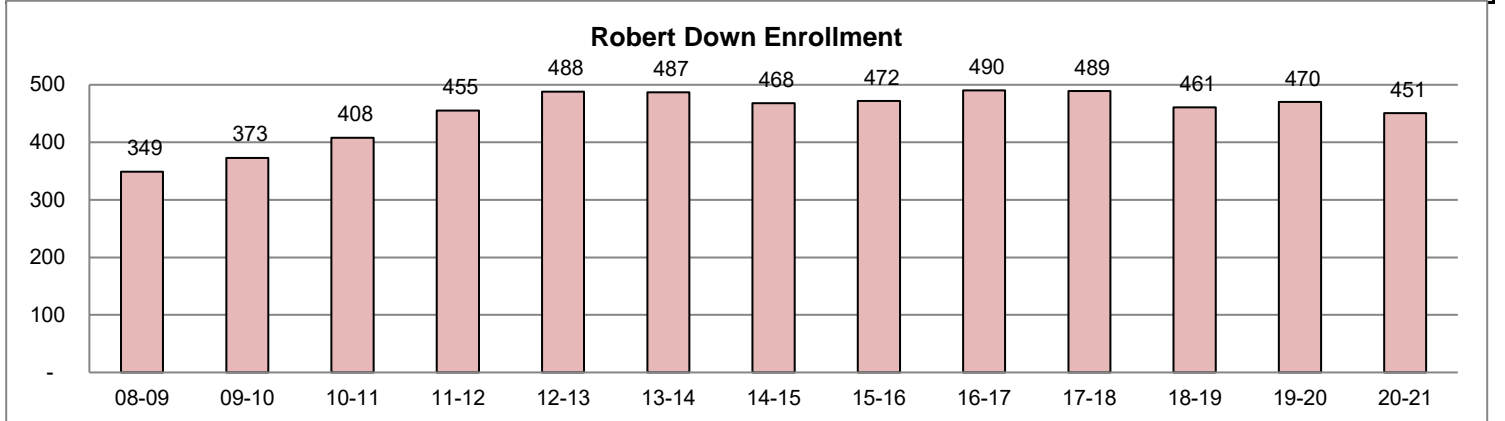
Pacific Grove Unified School District

# Enrollment - CBEDS

	2013-14		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
	actual		actual		actual		actual		actual		actual		actual		estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
<b>Forest Grove</b>																
<b>TK</b>	22		27		26		28		27		26		25		26	
<b>K</b>	64		78		78		85		65		65		68		68	
<b>1</b>	68	-8.1%	64	0.0%	82	5.1%	73	-6.4%	86	1.2%	58	-10.8%	62	-4.6%	68	0.0%
<b>2</b>	71	-7.8%	69	1.5%	66	3.1%	80	-2.4%	66	-9.6%	89	3.5%	61	5.2%	62	0.0%
<b>3</b>	67	-14.1%	69	-2.8%	70	1.4%	72	9.1%	77	-3.8%	63	-4.5%	82	-7.9%	61	0.0%
<b>4</b>	89	9.9%	75	11.9%	71	2.9%	68	-2.9%	76	5.6%	73	-5.2%	56	-11.1%	82	0.0%
<b>5</b>	77	-10.5%	78	-12.4%	77	2.7%	66	-7.0%	66	-2.9%	70	-7.9%	68	-6.8%	56	0.0%
<b>Total</b>	<b>458</b>		<b>460</b>		<b>470</b>		<b>472</b>		<b>463</b>		<b>444</b>		<b>422</b>		<b>423</b>	
<b>change</b>	(31)	-6.3%	2	0.4%	10	2.2%	2	0.4%	(9)	-1.9%	(19)	-4.1%	(22)	-5.0%	1	0.2%

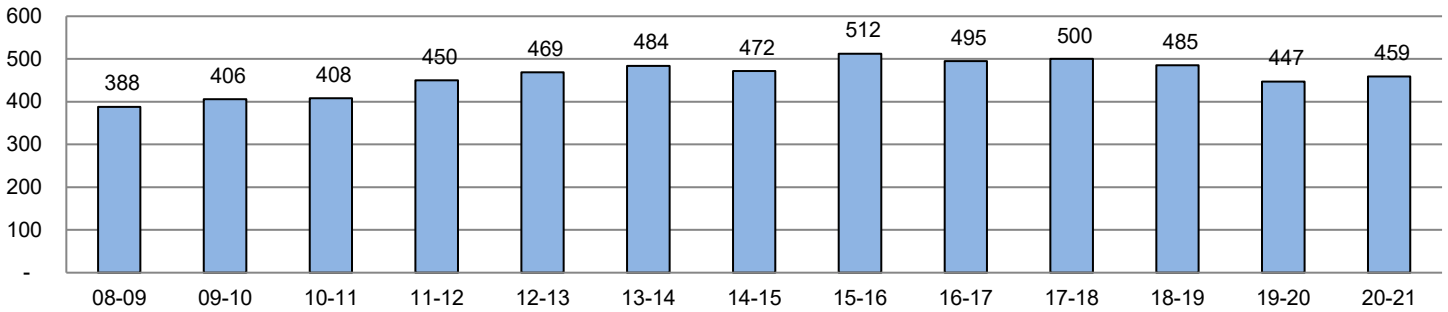


<b>Robert Down</b>																
<b>K</b>	70		76		68		87		76		81		63		63	
<b>1</b>	91	3.4%	72	2.9%	83	9.2%	78	14.7%	90	3.4%	73	-3.9%	86	6.2%	63	0.0%
<b>2</b>	90	4.7%	79	-13.2%	79	9.7%	78	-6.0%	81	3.8%	88	-2.2%	74	1.4%	86	0.0%
<b>3</b>	72	-14.3%	85	-5.6%	87	10.1%	73	-7.6%	76	-2.6%	76	-6.2%	92	4.5%	74	0.0%
<b>4</b>	87	7.4%	72	0.0%	86	1.2%	93	6.9%	73	0.0%	79	3.9%	73	-3.9%	92	0.0%
<b>5</b>	77	-1.3%	84	-3.4%	69	-4.2%	81	-5.8%	93	0.0%	64	-12.3%	82	3.8%	73	0.0%
<b>Total</b>	<b>487</b>		<b>468</b>		<b>472</b>		<b>490</b>		<b>489</b>		<b>461</b>		<b>470</b>		<b>451</b>	
<b>change</b>	(1)	-0.2%	(19)	-3.9%	4	0.9%	18	3.8%	(1)	-0.2%	(28)	-5.7%	9	2.0%	(19)	-4.0%



	2013-14		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21	
	actual		actual		actual		actual		actual		actual		actual		estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
<b>Middle School</b>																
<b>6</b>	174	6.1%	153	-0.6%	188	16.0%	151	3.4%	155	5.4%	174	9.4%	130	-3.0%	150	0.0%
<b>7</b>	162	8.0%	163	-6.3%	164	7.2%	186	-1.1%	161	6.6%	144	-7.1%	179	2.9%	130	0.0%
<b>8</b>	148	-8.6%	156	-3.7%	160	-1.8%	158	-3.7%	184	-1.1%	167	3.7%	138	-4.2%	179	0.0%
<b>Total</b>	<b>484</b>	<b>3.2%</b>	<b>472</b>	<b>-2.5%</b>	<b>512</b>	<b>8.5%</b>	<b>495</b>	<b>-3.3%</b>	<b>500</b>	<b>1.0%</b>	<b>485</b>	<b>-3.0%</b>	<b>447</b>	<b>-7.8%</b>	<b>459</b>	<b>2.7%</b>
<b>change</b>	<b>15</b>	<b>3.2%</b>	<b>(12)</b>	<b>-2.5%</b>	<b>40</b>	<b>8.5%</b>	<b>(17)</b>	<b>-3.3%</b>	<b>5</b>	<b>1.0%</b>	<b>(15)</b>	<b>-3.0%</b>	<b>(38)</b>	<b>-7.8%</b>	<b>12</b>	<b>2.7%</b>

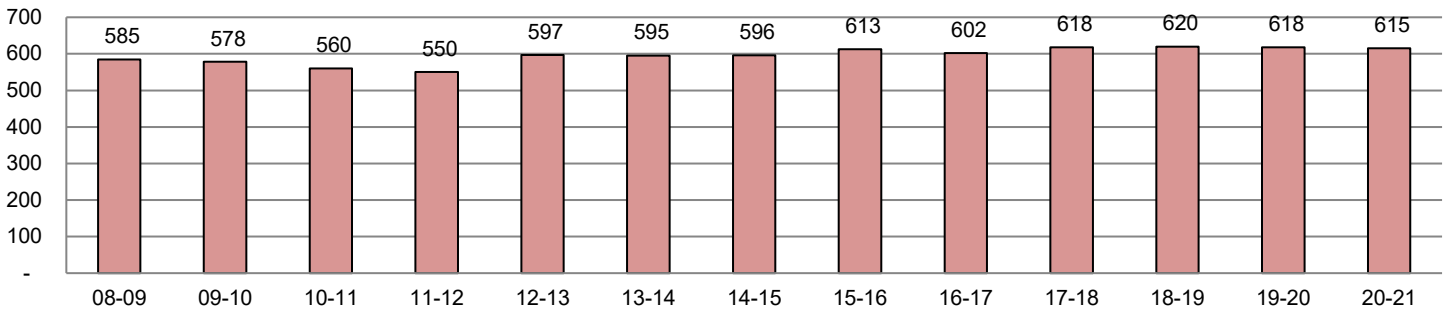
**Middle School Enrollment**



**High School**

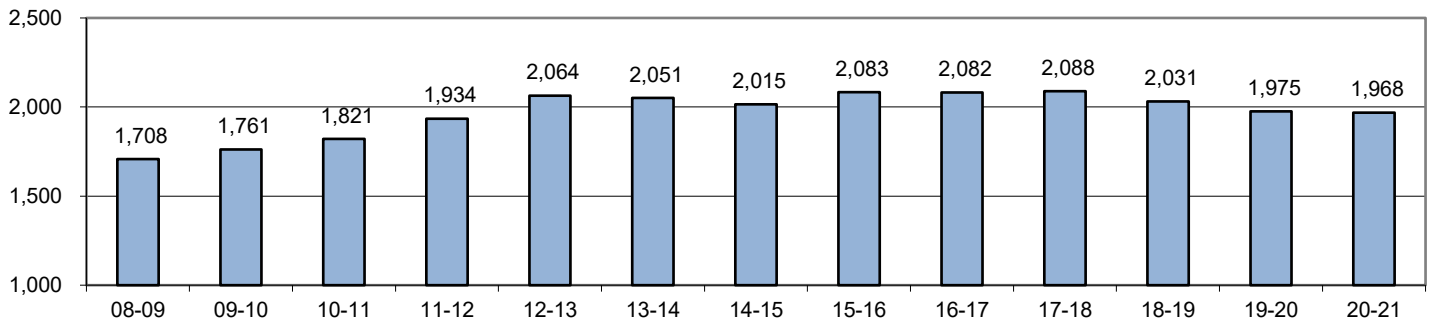
<b>9</b>	153	-2.5%	160	8.1%	164	5.1%	170	6.3%	169	7.0%	184	0.0%	169	1.2%	138	0.0%
<b>10</b>	167	-3.5%	151	-1.3%	155	-3.1%	152	-7.3%	170	0.0%	150	-11.2%	170	-7.6%	169	0.0%
<b>11</b>	140	-9.7%	151	-9.6%	147	-2.6%	138	-11.0%	144	-5.3%	148	-12.9%	138	-8.0%	170	0.0%
<b>12</b>	135	-11.8%	134	-4.3%	147	-2.6%	142	-3.4%	135	-2.2%	138	-4.2%	141	-4.7%	138	0.0%
<b>Total</b>	<b>595</b>		<b>596</b>		<b>613</b>		<b>602</b>		<b>618</b>		<b>620</b>		<b>618</b>		<b>615</b>	
<b>change</b>	<b>(2)</b>	<b>-0.3%</b>	<b>1</b>	<b>0.2%</b>	<b>17</b>	<b>2.9%</b>	<b>(11)</b>	<b>-1.8%</b>	<b>16</b>	<b>2.7%</b>	<b>2</b>	<b>0.3%</b>	<b>(2)</b>	<b>-0.3%</b>	<b>(3)</b>	<b>-0.5%</b>

**High School Enrollment**



<b>CHS</b>	<b>27</b>		<b>19</b>		<b>16</b>		<b>23</b>		<b>18</b>		<b>21</b>		<b>18</b>		<b>20</b>	
<b>District</b>	<b>2,051</b>		<b>2,015</b>		<b>2,083</b>		<b>2,082</b>		<b>2,088</b>		<b>2,031</b>		<b>1,975</b>		<b>1,968</b>	
<b>change</b>	<b>(13)</b>	<b>-0.6%</b>	<b>(36)</b>	<b>-1.8%</b>	<b>68</b>	<b>3.4%</b>	<b>(1)</b>	<b>0.0%</b>	<b>6</b>	<b>0.3%</b>	<b>(57)</b>	<b>-2.7%</b>	<b>(56)</b>	<b>-2.8%</b>	<b>(7)</b>	<b>-0.4%</b>

**Total District Enrollment**



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

**SUBJECT:** Future Agenda Items

**DATE:** August 20, 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 August 20, 2020 Regular Board Meeting:

- PGUSD Counseling Plan (September 2020)
- Solicitation of Funds Report 2019-20 (September 2020)
- 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)