

**\*\*\*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 DECEMBER 17, 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  
ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING**

Trustees  
*Debbie Crandell, President*  
*Cristy Dawson, Clerk*  
*John Paff*  
*Brian Swanson*  
*Jon Walton*  
*Carolyn Swanson*  
*Gabriella Giraldo*

**DATE:** Thursday, December 17, 2020

**TIME:** 6:30 p.m. Open Session  
7:15 p.m. Closed Session (time may vary based on organizational meeting)  
8:15 p.m. Open Session (time may vary based on organizational meeting)

**LOCATION: VIRTUAL MEETING**  
Join Zoom Meeting  
<https://pgusd.zoom.us/j/85344910835?pwd=Tk9GR2NKTDZJcVB2Nk1zRFNQU0JHZz09>  
Meeting ID: 853 4491 0835  
Passcode: 843954  
One tap mobile  
+13017158592,,85344910835#,,,,,0#,,843954# US (Washington D.C)  
+13126266799,,85344910835#,,,,,0#,,843954# US (Chicago)  
Dial by your location  
+1 301 715 8592 US (Washington D.C)  
+1 312 626 6799 US (Chicago)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)  
Meeting ID: 853 4491 0835  
Passcode: 843954  
Find your local number: <https://pgusd.zoom.us/u/kenJc3Shb0>  
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
- D. Pledge of Allegiance
- E. Honoring Past Service: Debbie Crandell

### II. ANNUAL ORGANIZATIONAL MEETING

*As required by Education Code Section 35143*

- A. Administer Oath of Office by County Superintendent Dr. Deneen Guss  
The Oath will be administered to Brian Swanson and Carolyn Swanson.

- B. Election of President to Serve for One-Year Period  
*(Note: nominations do not need a "second.")*

Public comment:

- C. Election of Vice-President/Clerk to Serve for One-Year Period  
*(Note: nominations do not need a "second.")*

Public comment:

- D. Determination of Dates, Time and Location of Regular Meetings  
Recommendation: (Ralph Gómez Porras, Superintendent) It is recommended that the Board of Education set the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month as Regular Board meetings. Meetings will be held at 6:30 p.m. at District Office Board Room, or another District school site.

Public comment:

- E. Adoption of Resolution No. 1063 Designating Authorized Agents to Sign School Orders 8  
Recommendation: (Ralph Gómez Porras, Superintendent; Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board of Education adopt Resolution No. 1063 designating authorized agents to sign school orders.

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

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

- F. Designation of Committee Representatives  
Monterey County School Board Executive Committee Liaison \_\_\_\_\_

### **III. CLOSED SESSION**

A. Identify Closed Session Topics

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

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

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

### **IV. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]
3. Conference with Legal Counsel regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9  
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686

B. Pledge of Allegiance

V. **COMMUNICATIONS**

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

VI. **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.*

VII. **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 December 10, 2020 Board Meeting 10  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #9 18  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #9.
- C. Classified Assignment Order #9 20  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #9.
- D. Acceptance of Donations 22  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Quarterly Report on Williams Uniform Complaints 23  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).
- F. Contract for Services with Casey Printing & Marketing for Pacific Grove Adult School Spring & Summer 2021 Schedule of Classes Brochure 25  
Recommendation: (Barbara Martinez, Adult School Principal; Eric Saavedra, Adult School Coordinator) The District Administration recommends that the Board review and approve the contract for services with Casey Printing & Marketing to provide printing and delivery of the spring and summer 2021 Adult School schedule of classes brochure to community members.

- G. Contract for Services with Emberlight Productions 28  
 Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Emberlight Productions, located in Pacific Grove, to produce the individual videos from Pacific Grove Middle School Music students into a large production video.
  
- H. Contract for Services with Ben Kaatz Photography at Pacific Grove Middle School 31  
 Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Ben Kaatz for photography service for the Pacific Grove Middle School musical production, if it is held live.
  
- I. Contract for Services with Valerie Rhoades at Pacific Grove Middle School 34  
 Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Valerie Rhoades for drama costumes for Pacific Grove Middle School Drama musical.
  
- J. Contract for Services with Beem Video & Photography at Pacific Grove Middle School 37  
 Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Beem Video and Photography at Pacific Grove Middle School (PGMS) to videotape the PGMS musical for the 2020-2021 school year. Parents can purchase the download to view the musical. The reason for the sale to view the musical is because PGMS Drama department self-funds their musicals.
  
- K. Contract for Services with Monterey Bay Student Services – Chris Evans 40  
 Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve contract for services with Monterey Bay Student Services led by Chris Evans, for a concrete slab to be placed on the Robert Down Elementary School campus for relocation of the greenhouse.

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

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

**VIII. ACTION/DISCUSSION**

- A. Updates to Board Policy, Regulation and Exhibit 1312.3 Uniform Complaint Procedure 44  
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the amended Board Policy, Regulation, and Exhibit 1312.3 Uniform Complaint Procedure.

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

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

B. Approval of Public Disclosure (AB 1200) of Collective Bargaining Agreements with Pacific Grove Teachers Association and California School Employees Association 76

Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the AB (Assembly Bill) 1200 Public Disclosure of Collective Bargaining agreements with the Pacific Grove Teachers Association (PGTA) and California School Employees Association (CSEA).

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

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

C. Approval of Measure A Education Technology Expenditures 109

Recommendation: (Matthew Binder, Director of Educational Technology; Jonathan Mejia, Technology Systems Coordinator) The District Administration recommends that the Board review and approve Measure A - Education Technology Bond expenditures.

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

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

D. Board Calendar/Future Meetings 111

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

**IX. INFORMATION/DISCUSSION**

A. District Update on Response to COVID-19 114

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. Pacific Grove High School Course Bulletin for the 2021-22 School Year 115

Recommendation: (Lito Garcia, PG High School Principal) The District Administration recommends that the Board review the Course Bulletin for Pacific Grove High School for the 2021-22 school year.

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

C. Monterey Educational Risk Management Authority 164

Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review Monterey Educational Risk Management Authority (MERMA) financial status.

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

- D. Review of Legal Fees for 2020-2021 166  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review legal fees expended from July 1, 2020 through November 10, 2020.

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

- E. Future Agenda Items 168  
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

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

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

## X. ADJOURNMENT

Next Board meeting will be the Organizational and Regular Board meeting: January 7, 2021 – VIRTUAL

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

**SUBJECT:** Adoption of Resolution No. 1063 Designating Authorized Agents to Sign School Orders

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The Administration recommends that the Board of Education adopt Resolution No. 1063 designating authorized agents to sign school orders.

**BACKGROUND:**

Each year, the Board must authorize the signatures needed to sign orders and draw on funds in the name of the District.

**INFORMATION:**

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

**FISCAL IMPACT:**

None.



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 1063**

**Resolution Designating Authorized Agent to Sign School Orders**

The Board of Education of the Pacific Grove Unified School District, Monterey County  
ON MOTION of member, \_\_\_\_\_, seconded by member \_\_\_\_\_, effective December 17, 2020.

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

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

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

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School  
District this 17<sup>th</sup> day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the  
foregoing is a full, true, and correct copy of Resolution 1063 duly passed and adopted by said Board at a  
regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Ralph Gómez Porras, Secretary of the Governing Board

Signatures of authorized persons:

\_\_\_\_\_  
Ralph Gómez Porras, Superintendent

\_\_\_\_\_  
Song Chin-Bendib, Assistant Superintendent

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of December 10, 2020 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 5:30 p.m.
- B. Roll Call
  - President: Trustee Crandell
  - Clerk: Trustee Dawson
  - Trustees Present: Trustee Paff  
Trustee Swanson  
Trustee Walton
  - Administration Present: Superintendent Porras  
Asst. Superintendent Chin-Bendib
  - Board Recorder: Mandi Ackerman
  - Student Board Member: Gabriella Giraldo

C. Adopted Agenda

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

**II. CLOSED SESSION**

- A. Identified Closed Session Topics
  1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
  2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
  3. Conference with Legal Counsel regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9  
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
  4. Public Employee Evaluation (1 case)
- B. Public comment on Closed Session Topics  
  
None.
- C. Adjourned to Closed Session 5:32 p.m.

**III. RECONVENED IN OPEN SESSION**

6:30 p.m.

A. Reported action taken in Closed Session:

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

The Board received information and discussed this item.

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

The Board received information and discussed this item.

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

The Board received information and discussed this item.

4. Public Employee Evaluation (1 case)

The Board received information and discussed this item.

B. Pledge of Allegiance

Led By: Trustee Crandell

**IV. COMMUNICATIONS**

A. Written Communication

The Board received emails regarding a club at the elementary school level; substitutes; and campaign limits.

B. Board Member Comments

Pacific Grove High School Student Representative Gabriella Giraldo provided an update for Pacific Grove High School including two spirit days; finals week next week; open mic night next week; leadership class carrying out a communication audit; and a senior breakfast burrito event.

Trustee Dawson said it was shocking it is halfway through the school year; noted Trustee Crandell's last meeting; thanked staff and students for making the best of it.

Trustee Paff thanked the District for his attendance at the California School Board Association Annual Conference, and provided an update on the conference topics.

Trustee Swanson will speak about Trustee Crandell next week.

Trustee Walton wished students good luck next week on their finals.

C. Superintendent Report

Superintendent Porras spoke about the field usage at Pacific Grove High School and Pacific Grove Middle School including the issues of people violating the mask ordinance, social distancing and groups over 12. Superintendent Porras noted the facilities are open and staff wishes to keep them open, however if violations continue the District will need to close facilities again. Superintendent Porras thanked staff and the Pacific Grove Police Department for their support and efforts.

D. PGUSD Staff Comments (Non Agenda Items)

Robert Down Elementary School Principal Sean Keller spoke about the events for next week, including a Counselor book event and the holiday music program.

Forest Grove Elementary School Principal Buck Roggeman spoke about the holiday music program sing-a-long next week; noted the elementary school Distance Learning survey went out to parents today and encourage feedback.

Pacific Grove High School Principal Lito Garcia thanked the Special Education teachers, support staff and coaches, noted the students on campus are appreciative.

Pacific Grove Middle School Principal Sean Roach thanked the Special Education teachers.

Adult School Principal Barbara Martinez announced open registration.

Director of Student Services Clare Davies thanked the Special Education staff, Principals; spoke about reopening small group instruction, voluntary for families and staff; noted the joyful experience for staff and students.

Technology Systems Coordinator Jonathan Mejia updated the Board that the District plans to distribute the new Chromebook fleet to students starting mid-January.

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

None.

**VI. CONSENT AGENDA**

- A. Minutes of November 19, 2020 Board Meeting
- B. Certificated Assignment Order #8
- C. Classified Assignment Order #8
- D. *Acceptance of Donations*
- E. Warrant Schedule No. 626
- F. Cash Receipts Report No. 2
- G. Revolving Cash Report No. 1
- H. Contract for Services with John Aulenta for Independent Education Evaluation
- I. Contract for Services with BMR Health Services Inc. for a Speech and Language Therapist
- J. Contract for Services with Graide Network

Trustee Paff pulled item J.

**MOTION Paff/Crandell to approve consent agenda as presented, items A-I.**

**Public comment: none**

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

**VII. ACTION/DISCUSSION**

A1. Contract for Services with Graide Network

Trustee Paff asked for clarification. Pacific Grove Middle School Principal Sean Roach provided information, as well as feedback from Director of Curriculum and Special Projects Ani Silva and Assistant Superintendent Song Chin-Bendib. The Board discussed this item.

**MOTION Dawson/Crandell to approve the contract for services with Graide Network.**

**Public comment: none**

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

A. Adoption of Board Policy 0470 COVID-19 Mitigation Plan

**MOTION Crandell/Swanson to adopt Board Policy 0470 COVID-19 Mitigation Plan.**

**Public comment: none**

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

B. Approval of the 2020-21 First Interim Report

Assistant Superintendent Chin-Bendib presented information to the Board.

**MOTION Swanson/Dawson to approve the 2020-21 First Interim Report.**

**Public comment: none**

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

C. Local Control Funding Formula Budget Overview for Parents

Director of Curriculum and Special Projects Ani Silva presented information to the Board.

**MOTION Paff/Crandell to approve the Local Control Funding Formula Budget Overview for Parents.**

**Public comment: none**

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

D. Approval of Forest Grove Elementary School Site Hybrid Plan

Superintendent Porras spoke about COVID-19 cases increasing drastically in the County, noted the County will likely be in the Purple Tier for a while; noted the District will not reopen for general in-person instruction in January and the intention of the school site hybrid plans are to be tentatively implemented by March 15, 2021 or 14 days after the County is placed in the Red Tier. The District will continue to monitor and report on current County data. The District will remain in Distance Learning until that time.

Forest Grove Elementary School Principal Buck Roggeman answered questions. The Board discussed this item.

**MOTION Crandell/Dawson to approve the Forest Grove Elementary School Site Hybrid Plan, as presented with tentative implementation March 15, 2021 or 14 days after the County goes into the Red Tier.**

**Public comment: none**

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

E. Approval of Robert Down Elementary School Site Hybrid Plan

**MOTION Dawson/Paff to approve the Robert Down Elementary School Site Hybrid Plan, as presented with tentative implementation March 15, 2021 or 14 days after the County goes into the Red Tier.**

**Public comment: none**

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

F. Approval of Pacific Grove Middle School Site Hybrid Plan

Pacific Grove Middle School Principal Sean Roach presented information to the Board including two plan options.

Trustee Dawson noted she supports the AM/PM schedule and does not support students not being in class.

The Board discussed this item.

**Public comment:**

Parent Heloisa Junqueira asked the Board to make a decision, encouraged the school to look at East Coast models and other districts who have already attempted Hybrid plans.

Forest Grove Elementary School staff member and parent Nancy Da Silva said a full day is a benefit for social emotional well-being.

Bertolucci said safety is not an issue as we are not rushing to bring students back; math only twice a week is terrible and students need math every day; students need to be at school every day.

**MOTION Crandell/Swanson to approve the Pacific Grove Middle School Site Hybrid Plan A/B schedule, as presented with tentative implementation March 15, 2021 or 14 days after the County goes into the Red Tier.  
Motion CARRIED by roll call vote 4 – 1**

**Trustee Dawson voted against.**

G. Approval of Pacific Grove High School Site Hybrid Plan

**Public comment:**

Julie appreciates the four days a week plan; thought the high school and middle school plans would align; spoke about not receiving a survey from the middle school; encouraged the Board to have the middle and high school plans in sync four days a week.

**MOTION Paff/Dawson to approve the Pacific Grove High School Site Hybrid Plan, as presented with tentative implementation March 15, 2021 or 14 days after the County goes into the Red Tier.  
Motion CARRIED by roll call vote 5 – 0**

H. Approval of Community High School Site Hybrid Plan

**MOTION Swanson/Crandell to approve the Community High School Site Hybrid Plan Schedule 2, as presented with tentative implementation March 15, 2021 or 14 days after the County goes into the Red Tier.**

**Public comment: none**

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

**Trustee Dawson voted against.**

I. Pacific Grove Unified School District- Pacific Grove Teachers Association Special Education Small Group Addendum to COVID-19 Memorandum of Understanding

Director II of Human Resources Billie Mankey thanked the bargaining group for their work; noted a small revision “VI Subsection (d)...” was removed from the end of the first paragraph on page 4.

**MOTION Dawson/Swanson to approve the Pacific Grove Unified School District- Pacific Grove Teachers Association Special Education Small Group Addendum to COVID-19 Memorandum of Understanding, with the correction on page 4.**

**Public comment: none**

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

J. Board Calendar/Future Meetings

The Board discussed scheduling a special meeting for Board Goals, Superintendent Goals and Strategic Plan, to be discussed in Future Agenda Items.

**MOTION Crandell/Dawson to approve the Board meeting calendar.**

**Public comment: none**

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

**IX. INFORMATION/DISCUSSION**

A. District Update on Response to COVID-19

Superintendent Porras provided a brief update to the Board: noted the District newsletter will reflect the County update and current County stay home order; provided an update on the Special Education small group cohorts; thanked District Nurse Katrina Powley for her work.

**Public comment:**

Vanessa Villalpondo, of the Adult School, thanked Director Davies, Assistant Superintendent Chin-Bendib, the Board, Superintendent Porras for their hard work and asked if the Special Education small cohorts will go away.

Superintendent Porras noted the District does not anticipate that happening.

B. Review of Special Education Contracts

Director of Student Services Clare Davies provided an update to the Board.

The Board directed Administration to continue the Special Education Contracts Review twice a year rather than quarterly.

C. Future Agenda Items

- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Board requested an update about teacher housing (TBD)
- Board requested a presentation on Diversify Our Narrative
- Board requested a renewed discussion about district solar panels (Spring 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions
- A member of the public requested a review of Board Policy 6154 Homework/Make Up Work regarding homework assignments over school breaks and holidays
- A member of the public requested the District review how to improve Distance Learning for students and families including:
  - Survey to families
  - Review of instructional minutes of the elementary schools
  - Review of grades and enrollment levels
- Board requested academic review of grades by grade level including AP for middle and high school

The Board added Board Goal, Superintendent Goals and Strategic Plan as a tentative Special Board meeting on January 28, 2021.

The Board directed Administration to remove the following item: *review of Board Policy 6154*



*Homework/Make Up Work regarding homework assignments over school breaks and holidays*

**Public comment:**  
None.

**IX. ADJOURNED**

9:10 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Certificated Assignment Order #9

**DATE:** December 17, 2020

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

Page 1 of 2

**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #9.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 9  
December 17, 2020**

**LEAVE OF ABSENCE:**

Darcy Tuinenga, PGMS SDC Teacher, requests and qualifies for FMLA/paternity leave effective January 4, 2020 through March 19, 2021

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Classified Assignment Order #9

**DATE:** December 17, 2020

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

**Page 1 of 2**

**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #9

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 9  
December 17, 2020**

**Page 2 of 2**

**SUBSTITUTE:**

Francie Petty, D.O. Payroll/Benefit Specialist, 8 hrs./day/5 days per week, Confidential Payroll Range, Step B, effective December 7, 2020 through December 31, 2020 (subbing for Angela Rodrigues short term LOA)

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

**SUBJECT:** Acceptance of Donations

**DATE:** December 17, 2020

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

**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

None

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

None

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

Anonymous

\$200 (Food Service breakfast program for elementary schools)

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

**SUBJECT:** Quarterly Report on Williams Uniform Complaints

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).

**BACKGROUND:**

Each quarter the district is required, per Ed. Code 35186(d) to “prepare and submit a report of summarized data on the nature and resolution of all uniform complaints to the district board and county superintendent.”

**INFORMATION:**

For the second quarter of the 2020-21 academic year, there were no incidents or complaints filed against any of the criteria: Therefore, it is acknowledged that

1. There are sufficient textbooks and instructional materials for each student to use in class;
2. School facilities are clean, safe and maintained in good repair;
3. There are no teacher vacancies or misassignments;
4. Parents, teachers and the public know how to obtain complaint forms.

**FISCAL IMPACT:**

None.





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

**SUBJECT:** Contract for Services with Casey Printing & Marketing for Pacific Grove Adult School Spring & Summer 2021 Schedule of Classes Brochure

**DATE:** December 17, 2020

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

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the contract for services with Casey Printing & Marketing to provide printing and delivery of the spring and summer 2021 Adult School schedule of classes brochure to community members.

**BACKGROUND:**

Pacific Grove Adult School distributes brochures to Pacific Grove and surrounding communities four times yearly – fall, winter, spring, and summer.

In response to suggestions from community members and staff, the adult school wants to publish its schedule of classes in the traditional layout and format – the “booklet” style. This format gives the school’s brochure production team flexibility of designing and adding new content without raising production costs. The style is also easier to follow and read for our community members.

**INFORMATION:**

Pacific Grove Adult School requests to extend contract services with Casey Printing to print and deliver Spring and Summer 2021 brochures.

The school received official quotes (3) from Wesco Graphics, Silicon Valley Graphics as well as Casey Printing. Casey Printing’s quote was the lowest among the three companies.

**FISCAL IMPACT:**

The fiscal impact to Fund 11 is approximately \$7,650. 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 Brochure to USPS and Adult School Office each session.

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

To provide printing and delivery of brochure.

**3. Length of the Contract:**

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

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

**4. Financial Consideration:**

Consultant to be paid at the rate of:

Approx: \$3835.00 two times per year (\$ varies by postal route and need) (\$ per hr/day/other)

For Spring & Summer (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

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

**SUBJECT:** Contract for Services with Emberlight Productions

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Emberlight Productions, located in Pacific Grove, to produce the individual videos from Pacific Grove Middle School Music students into a large production video.

**BACKGROUND:**

This will be the first year Emberlight Productions has produced a video production for PGMS music students. Due to COVID19, the students will not be able to hold an in person Winter Music Concert and possibly a Spring Concert, if we are still teaching virtually.

**INFORMATION:**

PGMS Music students will each record themselves and email the video to Barbara Priest who will then send the videos to Emberlight Productions to compile into a large production to share with PGMS families online.

**FISCAL IMPACT:**

Fund 01. Not to exceed \$500 paid for from the PGMS Music donation account.

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

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

**1. Scope of Service:**

To provide: Compile individual videos into a large production for PGMS Winter and possibly Spring Music Concerts. Due to COVID19, our winter concert and possibly our spring music concert (only if we are teaching virtually) will be shown virtually.

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

Emberlight Productions will complete a large scale music production out of individual videos from our PGMS music students to share online with our families.

**3. Length of the Contract:**

Service is to be provided on the following date(s):  
December 18, 2020 – May 12, 2021

**4. Financial Consideration:**

Consultant to be paid at the rate of:  
\$500.00 per concert(\$ per hr/day/other)  
For a month(hours/days/other) not to exceed \$1000.00  
School Funding Source: Site Music Donation Account  
Account Code: 01-9005-0-1110-1000-4300-00-005-1432-0720

Consultant (Please print) Emberlight Productions

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

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

Email matthewkalamane@gmail.com

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

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

**SUBJECT:** Contract for Services with Ben Kaatz Photography at Pacific Grove Middle School

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Ben Kaatz for photography service for the Pacific Grove Middle School musical production, if it is held live.

**BACKGROUND:**

This is the second year that Ben Kaatz has photographed the student’s musical production.

**INFORMATION:**

PGMS Music students will be able to access and download the photo gallery online.  
 This contract will not be in effect if the performance is a virtual one.

**FISCAL IMPACT:**

The total contract amount for photography of the middle school musical production for the 2020-2021 school year will not exceed \$300.00 paid through ASB drama account #00855303535.

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 Ben Kaatz Photography for services rendered as specified below.

1. Scope of Service: Photography of the middle school musical for the 2020-2021 school year.

2. To provide: Evaluation and/or expected outcome(s)(continue on attached page if needed): Students will be able to access digital images edited for color, light and composition. Will deliver one set of full-size print files at print resolution and a set of smaller image files to be uploaded to PGMS online gallery operated by Ben Kaatz Photography for parent/student download, if the musical is performed live. This contract will not be in effect if the performance is a virtual one.

3. Length of the Contract: Service is to be provided on the following date(s): January 29, 2021 through February 2, 2021

4. Financial Consideration: Consultant to be paid at the rate of: \$300.00 (\$ per hr/day/other) Not to exceed \$300.00 For a month(hours/days/other) School Funding Source: Middle School ASB Drama Account Code: 000855303535

Consultant (Please print) Ben Kaatz Photography
Address 798 Lighthouse Ave., #114, Monterey, CA 93940 Phone: Click or tap here to enter text.

Signed \_\_\_\_\_ Date Click or tap to enter a date.
Email Click or tap here to enter text.

[ ] District Employee [X] Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_
Site/Program Administrator (Check appropriate box below)

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_
Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.



### 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.
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- (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.
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- (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

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

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

**SUBJECT:** Contract for Services with Valerie Rhoades at Pacific Grove Middle School

**DATE:** December 17, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Valerie Rhoades for drama costumes for Pacific Grove Middle School Drama musical.

**BACKGROUND:**

Valerie Rhoades has created costumes for the PGMS Drama department for the last 3 years.

**INFORMATION:**

This is the 3<sup>rd</sup> year Valerie Rhoades has created costumes for the PGMS Drama.

**FISCAL IMPACT:**

The total contract for the middle school is not to exceed \$500.00 for the 2020-2021 school year and is paid out of the ASB Drama account #00855303535.

**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 Valerie Rhoades for services rendered as specified below.

**1. Scope of Service:**

To provide: Sew, create costumes for the Pacific Grove Middle School musical

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

Sew, create costumes for the middle school musical for the 2020-2021 school year.

**3. Length of the Contract:**

Service is to be provided on the following date(s):  
2020-2021 school year

**4. Financial Consideration:**

Consultant to be paid at the rate of:  
\$500.00(\$ per hr/day/**other**) Not to exceed \$500.00  
For a month(hours/days/**other**)  
School Funding Source: ASB drama budget *Click or tap here to enter text.*  
Account Code: 00855303535

Consultant (Please print) Valerie Rhoades

Address 405 Locust Avenue Apt. A Pacific Grove CA 93950 Phone:831-917-6713

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

Email none

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

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

**SUBJECT:** Contract for Services with Beem Video & Photography at Pacific Grove Middle School

**DATE:** December 17, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Beem Video and Photography at Pacific Grove Middle School (PGMS) to videotape the PGMS musical for the 2020-2021 school year. Parents can purchase the download to view the musical. The reason for the sale to view the musical is because PGMS Drama department self-funds their musicals.

**BACKGROUND:**

This is a new service for the 2020-2021 school year for the PGMS musical. Due to COVID19, the musical cannot be performed in person.

**INFORMATION:**

Beem Video and Photography will complete a large scale musical production out of individual videos from our PGMS drama students that can be purchased by our PGMS families.

**FISCAL IMPACT:**

The total contract for the middle school is not to exceed \$500.00 and is paid by the ASB Drama account.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

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

**CONTRACT FOR SERVICES**

This contract is an agreement between the Pacific Grove Unified School District and Beem Video & Photography for services rendered as specified below.

**1. Scope of Service:**

To provide: Videotaping the middle school musical for the 2020-2021 school year

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

Students will videotape themselves and submit the videos to Beem who will then complete a large scale production out of the individual videos. PGMS families will be able to purchase the download to watch the musical.

**3. Length of the Contract:**

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

January 29, 2021 through February 2, 2021

**4. Financial Consideration:**

Consultant to be paid at the rate of:

\$500.00(\$ per hr/day/**other**) Not to exceed \$500.00

For a month(hours/days/other)

School Funding Source: ASB Drama Budget

Account Code: ASB 00855303535

Consultant (Please print) Beem Video & Photography

Address P. O. Box 104, Monterey, CA 93940 Phone:Click or tap here to enter text.

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

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Contract for Services with Monterey Bay Student Services – Chris Evans

**DATE:** December 17, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve contract for services with Monterey Bay Student Services led by Chris Evans, for a concrete slab to be placed on the Robert Down Elementary School campus for relocation of the greenhouse.

**BACKGROUND:**

Robert Down Elementary School (RHD) purchased a greenhouse that needed to be moved when the new portables were installed during the 2017-18 school year/summer. A RHD parent created plans for a concrete slab but there was no site funds to fund the project so the greenhouse was moved to the grass area on the side of the main building. The paperwork from Monterey Bay Student Services states it is an invoice, but it is actually a quote, to be approved as a contract.

**INFORMATION:**

RHD submitted for and was granted \$5,000 from Pebble Beach Company in spring 2020 for a greenhouse concrete slab, cafeteria sustainability program, and upgrading garden beds from wood to TREX. Monterey Bay Student Services is led by Pacific Grove resident and Salinas High School CTE agriculture teacher, Chris Evans. He will be leading a team of CTE students to provide them with hands on community service for their agriculture/construction program. The cost is for materials only. The slab would be installed over 2020-21 Winter Break.

**FISCAL IMPACT:**

None to PGUSD general fund or RHD site funds. Pebble Beach Grant will cover \$1,650.00 costs.



# Monterey Bay Student Services

December 9, 2020  
Invoice No. 012920

## Proposal of Work

Prepared for Pacific Grove Unified School District • Project: RHD Greenhouse  
Sean Keller • 831-646-6540

| DESCRIPTION OF WORK  | QTY/HRS | UNIT PRICE         | SUB TOTAL         |
|--|---------|--------------------|-------------------|
| Concrete slab for greenhouse. 1% slope to allow for drainage, broom finish to reduce slippage with two expansion joints. | N/A     |                    | \$1,650.00        |
|  |         | <b>GRAND TOTAL</b> | <b>\$1,650.00</b> |

**PAYMENT TERMS**  
To be made payable to Monterey Bay Student Services

**ADDRESS**  
585 Hillcrest Ave., Pacific Grove CA 93950

**APPROVED BY**

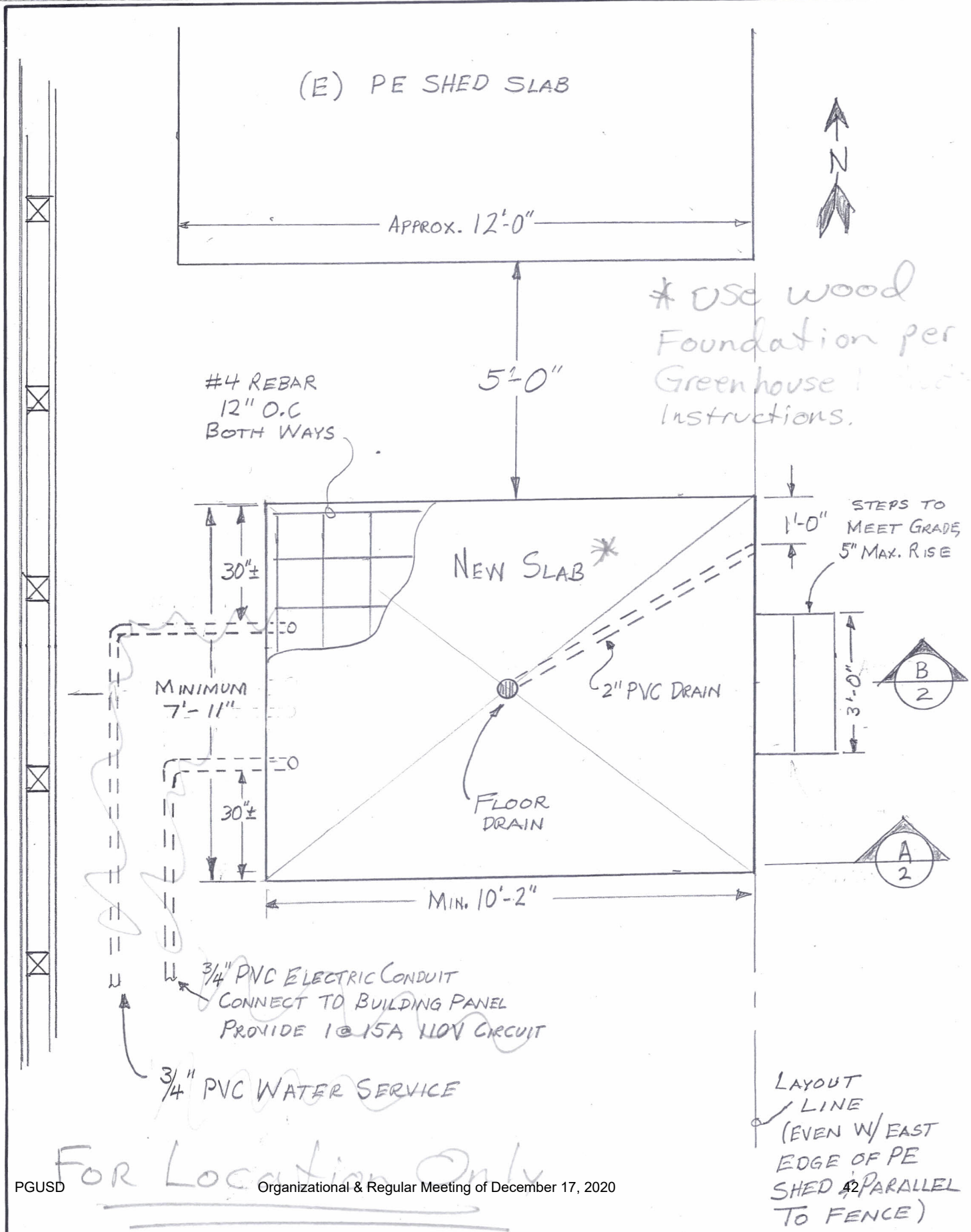
NAME \_\_\_\_\_

FOR \_\_\_\_\_

DATE \_\_\_\_\_

FOUNDATION PLAN  
ROBT. DOWN GREENHOUSE

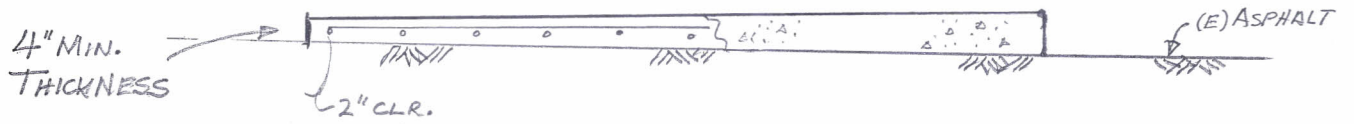
SHEET CONSENT K OF 2  
BY SR DATE 11-14-17  
JOB NO. GREENHOUSE  
SCALE  $\frac{3}{8}'' = 1'$



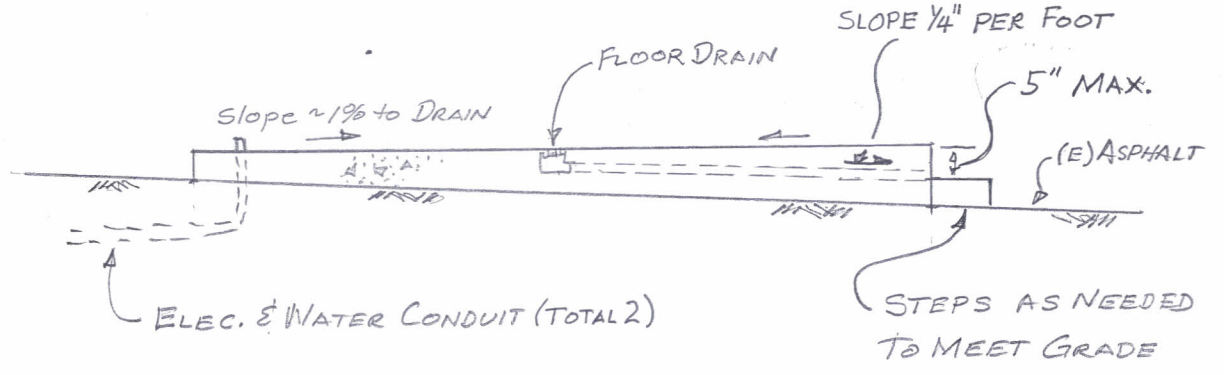
FOR LOCATION ONLY

FOUNDATION DETAILS  
ROBT. DOWN GREENHOUSE

SHEET CONSENT OF 2  
BY SR DATE 11-14-17  
JOB NO. \_\_\_\_\_



**A** SLAB SECTION - SOUTH END  
SCALE  $\frac{3}{8}'' = 1'$



**B** SLAB SECTION - CENTER  
SCALE  $\frac{3}{8}'' = 1'$

- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Updates to Board Policy, Regulation and Exhibit 1312.3 Uniform Complaint Procedure

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the amended Board Policy, Regulation, and Exhibit 1312.3 Uniform Complaint Procedure.

**INFORMATION:**

The updates to Board Policy, Regulation and Exhibit 1312.3 are legal requirements and recommendations based upon changes to the Uniform Complaint Procedure (UCP) process effective July 1, 2020 and based upon new guidance on Federal Program Monitoring (FPM) reviews. These documents have been reviewed and revised by legal counsel. The following changes have been made:

**Summary of Proposed Revisions to Board Bylaw 1312.3**

- Added programs which may be addressed under the UCP.
- Updates legal reference section and citations.

**Summary of Proposed Revisions to Administrative Regulation 1312.3**

- Added programs which may be addressed under the UCP.
- Added language for “date of alleged violation” for LCAP complaints.
- Added timeline for commencing investigation.
- Added requirement to attempt to remedy valid complaint.
- Updated time line to appeal to the CDE.
- Added FPM Review process.

**Summary of Proposed Revisions to Exhibit to Board Bylaw 1312.3**

- Added programs which may be addressed under the UCP.

**FISCAL IMPACT:**

None.

## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs.

The District uniform complaint procedures (UCP) will be used to investigate the following complaints:

1. **Discrimination Complaints.** Any complaint alleging unlawful discrimination, harassment, intimidation, or bullying based on one or more of the following actual or perceived characteristics, or association with a person or group with one or more of the following actual or perceived characteristics: disability, sex, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, color, age, religion, sexual orientation, genetic information, marital, pregnancy, parental or family status or any other characteristics identified in Education Code sections 200 and 220, Government Code section 11135, or Penal Code section 422.55, in any District program or activity that receives or benefits from state financial assistance.
2. **Noncompliance Complaints.** Complaints alleging failure to comply with state or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education programs, [Compensatory Education, Every Student Succeeds Act](#), Regional Occupational Centers and Programs, state preschool program health and safety, foster and homeless youth services, lactating student accommodations, pregnant and parenting student parental leave and educational rights, physical education instructional minute requirements, educational content course requirements for grades 9-12, graduation requirements exemptions for former juvenile court school students, school safety planning, child care and development programs, child nutrition programs, and special education programs. (Title 5, Sections 4610, 4620)
3. **Student Fees Complaints.** Any complaint alleging District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (Title 5, Section 4610)
4. **Local Control and Accountability Plan Noncompliance Complaints.** Any complaint alleging the District's noncompliance with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP). (Ed. Code § 52075)
5. **Rights of Homeless Students and Students in Foster Care.** The District's uniform complaint procedures cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to rights related to: (1) school placement; (2) access to academic, extracurricular and enrichment programs and activities; (3) educational services for students living in emergency shelters; (4) assignment of an educational liaison and the carrying out of the liaison's duties; (5) transfer of the complete educational record and credits earned to the next educational placement; (6) proper and timely transfer between schools of students in foster care; and (7) ensuring that no lowering of grades occurs due to a foster youth's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity.

## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

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**6. Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Migratory and Newly Arrived Immigrant Students Participating in a “Newcomer Program”, and Students Living in Active Duty Military Households** The District’s uniform complaint procedures cover complaints pertaining to the graduation and coursework rights of foster youth, homeless students, former juvenile court students, migratory and newly arrived immigrant students participating in a “newcomer program”, which is a program designed to meet the academic and transitional needs of newly arrived immigrant students, and students living in the households of parents/guardians who are active duty members of the military. Those rights under Education Code sections 54441, 51225.1 and 51225.2 include:

- a) exemption from local graduation and coursework requirements that are in addition to the statewide coursework requirements for graduation;
- b) credit or partial credit for coursework completed while attending another school;
- c) the option to remain in school for a fifth year to complete the school district’s graduation requirements; and
- d) not being required to accept the exemption or be denied enrollment in, or the ability to complete or retake, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements.

**7. Lactation Accommodations for Parenting Students.** School districts must provide reasonable accommodations to lactating students on school campuses to express breast milk, breastfeed an infant child or address other needs related to breastfeeding. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use. (Ed. Code § 222(f).)

**8. Assigning Students to Course Periods Without Educational Content.** Beginning with the 2016-2017 school year, school districts may not assign students in grades 9-12 to course periods without educational content for more than one week in any semester without written parental consent and related documentation. “Course periods without educational content” are defined to include course periods where: (1) a student is released early from school; (2) the student is assigned to a service, instructional work experience or to a course to assist a certificated employee, but is not expected to complete curricular assignments; or (3) where the student is not assigned to any course during the class period.

School districts are also prohibited, without written parental consent and related documentation, from enrolling 9-12th graders in classes they have previously completed and received a grade that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. (Ed. Code §§ 51228.1, 51228.2, and 51228.3.)

## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

**9. Physical Education Instructional Minutes.** Students in grades 1-6 are required to receive, at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Unless exempted pursuant to Education Code section 51241, students in grades 7-12 are required to receive at least 400 minutes of physical education instruction each 10 school days. High school students may be excused from physical education classes during one of grades 10, 11 or 12 for up to 24 clock hours in order to participate in automobile driver training, but must still attend a minimum of 7,000 minutes of physical education instruction during that school year.

Complaints regarding a school district's failure to comply with these physical education instructional minute requirements may be filed under the District's Uniform Complaint Procedures. (Ed. Code §§ 51210 and 51222.)

**10. Juvenile Court School Student Graduation Requirements and Continuing Education Options.** School districts and county offices must exempt former juvenile court school students, who have transferred into a school district from a juvenile court school after completion of their second year of high school, from local graduation requirements that exceed state requirements and accept coursework satisfactorily completed while attending the juvenile court school, even if the student did not complete the entire course, and grant full or partial credit for courses earned while in juvenile court school. Juvenile court students who have qualified for a diploma have additional rights related to deferring or declining the issuance of a diploma in order to take additional coursework, continuing their education upon release from the juvenile detention facility, and community college transfer opportunities. Former and current juvenile court school students may file complaints of non-compliance with these requirements under the District's Uniform Complaint Procedures. (Ed. Code §§ 48645.7 and 51225.2)

**11. Pregnant or Parenting Students.** Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements. (Education Code 46015)

**12. School Plan for Student Achievement or School Site Council.** Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding. (Education Code 64000-64001, 65000-65001)

**13. Retaliation for Filing UCP Complaint.** Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

**14. Other Complaints.** Any other complaint as specified in a district policy, including those state or federal educational programs which the State Superintendent of Public Education (or designee) deems appropriate.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. In the event that issues are not resolved informally, a written complaint of alleged noncompliance by the District may be filed using the District's UCP Complaint form (Exhibit 1312.3(a)) and in accordance with Administrative Regulation 1312.3.

Upon receipt of a written complaint from an individual, public agency or organization (Exhibit 1312.3(a)), uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The parties may utilize alternative methods to resolve the allegations in a complaint including, but not limited to, mediation. (Title 5, Section 4631) The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. The district shall protect all complainants from retaliation. In investigating complaints the confidentiality of the parties involve shall be protected to the extent required by law. For any complaint alleging retaliation or unlawful discrimination (such as disciplinary harassment, intimidation, or bullying), complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. Confidentiality in an investigation includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (Title 5, Section 4621)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency using the policy most appropriate for the non-UCP allegation. The district shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.



## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

#### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and mis-assignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)
6. Any complaint not defined as a uniform complaint per Policy 1312.3.

#### Legal Reference:

EDUCATION CODE  
 200-262.3 Prohibition of discrimination  
 222 Lactation accommodations for parenting students  
 8200-8498 Child care and development programs  
 8500-8538 Adult basic education  
 18100-18179 School libraries

Page 5 of 7  
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Adopted: July 16, 1998  
 Revised: ~~June 4~~December 17, 2020

## Pacific Grove Unified School District

Community Relations

Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated Policy

35146 Closed sessions  
 35160 Authority of governing boards  
 44670.1-44671.5 School personnel staff development and resource centers  
 48645.5 and 48645.7 coursework, continuing education options and graduation deferral rights for former juvenile court school students  
 48850, 48852.5, 48852.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2, 42 USC 11432 and 5 CCR § 4622 Homeless students and students in foster care  
 48985 Notices in language other than English  
 49013 Pupil fees  
 49060-49079 Student records  
 49490-49560 Child nutrition programs  
 51210, 51222 and 51223 Physical education instructional minutes  
 51225.1 and 51225.2 Graduation and coursework requirements for foster youth, homeless students, former juvenile court school student, and students living in active duty military households  
 51228.1, 51228.2 and 51228.3 Assigning students to course periods without educational content  
 51513 Personal beliefs

52075 Local Control and Accountability Plan  
 52160-52178 Bilingual education programs  
 52300-52483 Vocational education  
 52500-52616.24 Adult schools  
 52800-52863 School-based coordinated programs  
 54000-54041 Economic impact aid programs  
 54100-54145 Miller-Unruh Basic Reading Act  
 54400-54425 Compensatory education programs  
 54440-54445 Migrant education  
 54460-54529 Compensatory education programs  
 56000-56885 Special education programs  
 59000-59300 Special schools and centers  
 64000 Consolidated application process  
 65000-65001 School Site Council

GOVERNMENT CODE  
 54957-54957.8 Closed sessions  
 CODE OF REGULATIONS, TITLE 5  
 3080 Application of section 4600-4671  
 4600 – 4671 Uniform Complaint Procedures  
 UNITED STATES CODE, TITLE 20  
 1221 – 1232g General Education Provisions Act  
 1681 – 1688 Discrimination based on sex or blindness, Title IX  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.1 – 100.13 Nondiscrimination  
 CSBA Date – 10/97

**Pacific Grove Unified School District**

Community Relations

Policy #1312.3

**UNIFORM COMPLAINT PROCEDURES**

Mandated Policy

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Policy

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**2. Noncompliance Complaints.** Complaints alleging failure to comply with state or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education programs, Compensatory Education, Every Student Succeeds Act, Regional Occupational Centers and Programs, state preschool program health and safety, foster and homeless youth services, lactating student accommodations, pregnant and parenting student parental leave and educational rights, physical education instructional minute requirements, educational content course requirements for grades 9-12, graduation requirements exemptions for former juvenile court school students, school safety planning, child care and development programs, child nutrition programs, and special education programs. (Title 5, Sections 4610, 4620)

**3. Student Fees Complaints.** Any complaint alleging District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (Title 5, Section 4610)

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**5. Rights of Homeless Students and Students in Foster Care.** The District's uniform complaint procedures cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to rights related to: (1) school placement; (2) access to academic, extracurricular and enrichment programs and activities; (3) educational services for students living in emergency shelters; (4) assignment of an educational liaison and the carrying out of the liaison's duties; (5) transfer of the complete educational record and credits earned to the next educational placement; (6) proper and timely transfer between schools of students in foster care; and (7) ensuring that no lowering of grades occurs due to a foster youth's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity.

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Policy

**6. Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Migratory and Newly Arrived Immigrant Students Participating in a “Newcomer Program”, and Students Living in Active Duty Military Households** The District’s uniform complaint procedures cover complaints pertaining to the graduation and coursework rights of foster youth, homeless students, former juvenile court students, migratory and newly arrived immigrant students participating in a “newcomer program”, which is a program designed to meet the academic and transitional needs of newly arrived immigrant students, and students living in the households of parents/guardians who are active duty members of the military. Those rights under Education Code sections 54441, 51225.1 and 51225.2 include:

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School districts are also prohibited, without written parental consent and related documentation, from enrolling 9-12th graders in classes they have previously completed and received a grade that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. (Ed. Code §§ 51228.1, 51228.2, and 51228.3.)

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Policy

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**13. Retaliation for Filing UCP Complaint.** Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

**14. Other Complaints.** Any other complaint as specified in a district policy, including those state or federal educational programs which the State Superintendent of Public Education (or designee) deems appropriate.

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Policy

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The Board acknowledges and respects student and employee rights to privacy. The district shall protect all complainants from retaliation. In investigating complaints the confidentiality of the parties involve shall be protected to the extent required by law. For any complaint alleging retaliation or unlawful discrimination (such as disciplinary harassment, intimidation, or bullying), complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. Confidentiality in an investigation includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (Title 5, Section 4621)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency using the policy most appropriate for the non-UCP allegation. The district shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Policy

### Non-UCP Complaints

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2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and mis-assignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)
6. Any complaint not defined as a uniform complaint per Policy 1312.3.

### Legal Reference:

#### EDUCATION CODE

200-262.3 Prohibition of discrimination

222 Lactation accommodations for parenting students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18179 School libraries

35146 Closed sessions

35160 Authority of governing boards

44670.1-44671.5 School personnel staff development and resource centers

48645.5 and 48645.7 coursework, continuing education options and graduation deferral rights for former juvenile court school students

48850, 48852.5, 48852.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2, 42 USC 11432 and 5 CCR §



**Pacific Grove Unified School District**

Community Relations

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**UNIFORM COMPLAINT PROCEDURES**

Mandated Policy

4622 Homeless students and students in foster care  
 48985 Notices in language other than English  
 49013 Pupil fees  
 49060-49079 Student records  
 49490-49560 Child nutrition programs  
 51210, 51222 and 51223 Physical education instructional minutes  
 51225.1 and 51225.2 Graduation and coursework requirements for foster youth, homeless students, former juvenile court school student, and students living in active duty military households  
 51228.1, 51228.2 and 51228.3 Assigning students to course periods without educational content  
 51513 Personal beliefs

52075 Local Control and Accountability Plan  
 52160-52178 Bilingual education programs  
 52300-52483 Vocational education  
 52500-52616.24 Adult schools  
 52800-52863 School-based coordinated programs  
 54000-54041 Economic impact aid programs  
 54100-54145 Miller-Unruh Basic Reading Act  
 54400-54425 Compensatory education programs  
 54440-54445 Migrant education  
 54460-54529 Compensatory education programs  
 56000-56885 Special education programs  
 59000-59300 Special schools and centers  
 64000 Consolidated application process  
 65000-65001 School Site Council  
 GOVERNMENT CODE  
 54957-54957.8 Closed sessions  
 CODE OF REGULATIONS, TITLE 5  
 3080 Application of section 4600-4671  
 4600 – 4671 Uniform Complaint Procedures  
 UNITED STATES CODE, TITLE 20  
 1221 – 1232g General Education Provisions Act  
 1681 – 1688 Discrimination based on sex or blindness, Title IX  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.1 – 100.13 Nondiscrimination  
 CSBA Date – 10/97

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### Compliance Officers

The Governing Board designates the following compliance officer/s who shall be responsible for initially receiving all complaints, investigating as appropriate and/or delegating to the appropriate Program Administrator to investigate and ensure District compliance with law: (Title 5, Section 4621)

Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950  
(831)-646-6507

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (Title 5, Section 4621)

### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code [234.1](#))

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

- Monterey County Office of Education
- Department of Fair Employment and Housing
- Office of Civil Rights
- Equal Employment Opportunity Commission

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code [234.1](#) and [48985](#). In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### Procedures

The following procedures shall be used to address only the complaints specified in Board Policy 1312.3. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### Filing of Complaint

#### 1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying

Complaints alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the district superintendent or his or her designee shall be made in writing. The period for filing may be extended by the district superintendent or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The district superintendent shall respond immediately upon a receipt of a request for extension. (Title 5, Section 4630)

#### 2. Complaints alleging violations of federal or state law governing certain programs

A written complaint alleging District violation of applicable federal or state laws governing adult education programs, consolidated categorical aid programs, migrant education, career technical education and training programs, Regional Occupational Centers and Programs, child care and development programs, state preschool program health and safety, child nutrition programs, foster and homeless youth services, lactating student accommodations, pregnant and parenting student parental leave and educational rights, physical education instructional minute requirements, educational content course requirements for grades 9-12, former juvenile court school students' graduation, coursework and continuing education options, graduation and coursework requirements for foster youth, homeless students, migratory and newly arrived immigrant students participating in a "Newcomer Program" and students living in active duty military households, school safety planning or special education programs, may be filed by any individual, public agency, or organization. (Education Code Sections 222, 51210, 51222, 51223, 51225.1, 51225.2, 51228.1, 51228.2, 51228.3, and Title 5, Sections 4610 and 4630)

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### 3. Complaints regarding pupil fees and LCAP violations

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP, may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, those complaints must be filed no later than one year from the date the alleged violation occurred. (Education Code Sections 49013, 52075; Title 5 Section 4630) For LCAP complaints, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him or her to file the complaint. (Title 5, Section 4600)

### **Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

### **Investigation of Complaint**

The compliance officer shall make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint. The compliance officer will hold an investigative meeting with the complainant within five school days of receiving the complaint. The complainant, and his or her representative, will have an opportunity to present the complaint(s) and evidence or information leading to support the allegations of non-compliance with state and federal laws and/or regulations. (Title 5, Section 4631)

Parties to the dispute may discuss the complaint and question each other or each other's witnesses. If the complainant does not attend the meeting, the District representative will make a formal note of the occurrence and move forward in completing the investigation.

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

The District will investigate the complaint and issue the complainant a written report within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. (Title 5, Section 4631)

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. (Title 5, Section 4631)

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (Title 5, Section 4631)

The District superintendent or designee shall remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing.

### Response

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)

### Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

This written decision shall include:

1. The findings of fact based on the evidence gathered,
2. Conclusions of law,
3. Disposition of the complaint,
4. The rationale for the disposition,

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

5. Corrective actions, if they are warranted, including, with respect to a pupil fee complaint, a remedy that comports with Education Code sections 49013(d) and Title 5, Section 4600(u).

6. Notice of the complainant's right to appeal the District's decision to the California Department of Education (CDE), and

7. Procedures to be followed for initiating an appeal to the CDE.  
(Title 5, Section 4631)\_

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

### Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within ~~45~~30 days of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4632)

### Direct State Intervention

Complainants may ask the California Department of Education to directly intervene without waiting for action by the District when certain conditions exist, including, but not limited to, the following: (1) the complaint alleges that the District has failed to comply with its Uniform Complaint Procedures, including, but not limited to, the failure or refusal to cooperate with an investigation; (2) the complainant requests anonymity due to the danger of retaliation and complainant would suffer immediate and irreparable harm if complainant files a complaint with the District; (3) complainant alleges a failure to comply with special education due process procedures pursuant to state and federal law or a due process hearing order; (4) the complaint is related to special education and alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) complainant alleges that the District failed to follow a student's individualized education plan.

See Code of Regulations, Title 5, Section 4650 for the full list of situations that may warrant direct state intervention.

### FPM Review of Proper Implementation of the Investigation Process

The District will certify whether it received any UCP complaints in the 12 months before the upload deadline of its scheduled Federal Program Monitoring (FPM) review. If no complaints were received, no additional steps are necessary. If complaints were received, the District will certify, within the 30-Calendar day upload period prior to their FPM review that the District received complaints, and uploads on the California Department of Education Monitoring Tool (CMT) its UCP Complaint Log that includes complaints received by the LEA in the previous 12 months.

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

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## **UNIFORM COMPLAINT PROCEDURES**

Mandated Procedures

The District shall randomly select UCP complaints from the District’s Complaint Log, including a minimum of 10 percent or 10 files, whichever is greater. The District shall review the selected complaints to ensure determine whether the District complied with the terms of this regulation.

See Policy #1312.3  
CSBA Date – 10/97

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### Compliance Officers

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# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### Procedures

The following procedures shall be used to address only the complaints specified in Board Policy 1312.3. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### Filing of Complaint

#### 1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying

Complaints alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the district superintendent or his or her designee shall be made in writing. The period for filing may be extended by the district superintendent or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The district superintendent shall respond immediately upon a receipt of a request for extension. (Title 5, Section 4630)

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# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

### 3. Complaints regarding pupil fees and LCAP violations

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP, may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, those complaints must be filed no later than one year from the date the alleged violation occurred. (Education Code Sections 49013, 52075; Title 5 Section 4630) For LCAP complaints, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him or her to file the complaint. (Title 5, Section 4600)

#### Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

#### Investigation of Complaint

The compliance officer shall make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint. The compliance officer will hold an investigative meeting with the complainant within five school days of receiving the complaint. The complainant, and his or her representative, will have an opportunity to present the complaint(s) and evidence or information leading to support the allegations of non-compliance with state and federal laws and/or regulations. (Title 5, Section 4631)

Parties to the dispute may discuss the complaint and question each other or each other's witnesses. If the complainant does not attend the meeting, the District representative will make a formal note of the occurrence and move forward in completing the investigation.

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

The District will investigate the complaint and issue the complainant a written report within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. (Title 5, Section 4631)

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Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (Title 5, Section 4631)

The District superintendent or designee shall remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing.

### Response

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)

### Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

This written decision shall include:

1. The findings of fact based on the evidence gathered,
2. Conclusions of law,
3. Disposition of the complaint,
4. The rationale for the disposition,

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

5. Corrective actions, if they are warranted, including, with respect to a pupil fee complaint, a remedy that comports with Education Code sections 49013(d) and Title 5, Section 4600(u).

6. Notice of the complainant's right to appeal the District's decision to the California Department of Education (CDE), and

7. Procedures to be followed for initiating an appeal to the CDE. (Title 5, Section 4631)

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

### Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 30 days of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4632)

### Direct State Intervention

Complainants may ask the California Department of Education to directly intervene without waiting for action by the District when certain conditions exist, including, but not limited to, the following:

(1) the complaint alleges that the District has failed to comply with its Uniform Complaint Procedures, including, but not limited to, the failure or refusal to cooperate with an investigation; (2) the complainant requests anonymity due to the danger of retaliation and complainant would suffer immediate and irreparable harm if complainant files a complaint with the District; (3) complainant alleges a failure to comply with special education due process procedures pursuant to state and federal law or a due process hearing order; (4) the complaint is related to special education and alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) complainant alleges that the District failed to follow a student's individualized education plan.

See Code of Regulations, Title 5, Section 4650 for the full list of situations that may warrant direct state intervention.

### FPM Review of Proper Implementation of the Investigation Process

The District will certify whether it received any UCP complaints in the 12 months before the upload deadline of its scheduled Federal Program Monitoring (FPM) review. If no complaints were received, no additional steps are necessary. If complaints were received, the District will certify, within the 30-Calendar day upload period prior to their FPM review that the District received complaints, and uploads on the California Department of Education Monitoring Tool (CMT) its UCP Complaint Log that includes complaints received by the LEA in the previous 12 months.

**Pacific Grove Unified School District**

Community Relations

Regulation #1312.3

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**UNIFORM COMPLAINT PROCEDURES**

Mandated Procedures

The District shall randomly select UCP complaints from the District's Complaint Log, including a minimum of 10 percent or 10 files, whichever is greater. The District shall review the selected complaints to ensure determine whether the District complied with the terms of this regulation.

See Policy #1312.3  
CSBA Date – 10/97

# Pacific Grove Unified School District

Community Relations

Exhibit #1312.3

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT Uniform Complaint Form

Please complete all information and return this form to: **PGUSD Human Resource Office  
435 Hillcrest Avenue  
Pacific Grove, CA 93950**

If you need help filling out the form please contact the Human Resources Director at 646-6507.

|                    |                            |                     |            |
|--------------------|----------------------------|---------------------|------------|
| <b>Date</b>        | <b>Name of Complainant</b> | <b>School</b>       |            |
| <b>Address</b>     | <b>City</b>                | <b>State</b>        | <b>Zip</b> |
| <b>Phone (Day)</b> | <b>Phone (Evening)</b>     | <b>Phone (Cell)</b> |            |

**Name of Parent if not Complainant**

Please check the appropriate box(es):

- A.  I am filing a complaint alleging unlawful discrimination, harassment, intimidation, or bullying based on one or more of the following actual or perceived characteristics, or association with a person or group with one or more of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, ethnic group identification, immigration status, color, age, religion, genetic information, sex or sexual orientation, marital, pregnancy, parental or family status or any other characteristics identified in Education Code sections 200 and 220, Government Code section 11135, or Penal Code section 422.55, in any District program or activity that receives or benefits from state financial assistance.
- B.  I am filing a complaint alleging a violation of federal or state laws governing any of the following: adult education, consolidated categorical aid programs, career technical and technical education, Compensatory Education, Every Student Succeeds Act, Regional Occupational Centers and Programs, migrant education, child care and development programs, state preschool program health and safety, foster and homeless youth services, lactating student accommodations, pregnant and parenting student parental leave and educational rights, physical education instructional minute requirements, educational content course requirements for grades 9-12, former juvenile court school students' graduation, coursework and continuing education options, graduation and coursework requirements for foster youth, homeless students, migratory and newly arrived immigrant students participating in a "Newcomer Program," and students living in active duty military households, child nutrition programs, special education or school safety planning, or those state or federal educational programs which the State Superintendent of Public Education (or designee) deems appropriate.  
  
Please specify the program(s): \_\_\_\_\_.
- C.  I am filing a complaint alleging violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.
- D.  I am filing a complaint alleging that the District has not complied with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP).
- E.  I am filing a complaint alleging violation of rights of homeless students and students in foster care.
- F.  I am filing a complaint alleging violation of student rights regarding graduation and coursework requirements for foster youth, homeless students, former juvenile court students, migratory and new arrived immigrant student participating in a "Newcomer Program", and students living in active duty military households.
- G.  I am filing a complaint alleging violation of lactation accommodations for parenting students.

# Pacific Grove Unified School District

Community Relations

Exhibit #1312.3

- H.  I am filing a complaint alleging violation by assigning students to course periods without educational content.
- I.  I am filing a complaint alleging violation of required physical education instructional minutes.
- J.  I am filing a complaint alleging violation of graduation requirements and continuing education options for juvenile court school students.
- K.  I am filing a complaint alleging violation of rights of pregnant or parenting students.
- L.  I am filing a complaint alleging schools plans for student achieve or school site council.
- M.  I am filing a complaint alleging retaliation for filing a UCP complaint.

Date and results of informal meeting and/or mediation (if applicable): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(If you need additional space, you may attach a separate sheet of paper to this complaint form.)

**(For Office Use Only)**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Date Complainant was contacted**

\_\_\_\_\_  
**Expected Date of Written Response (60 working days)**

# Pacific Grove Unified School District

Community Relations

Exhibit #1312.3

For each box that you checked, please specifically describe the nature of your complaint. Be as factual and specific as possible. Discrimination complaints must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts supporting the alleged discrimination. Therefore, you must as least indicate the approximate date of the alleged violation. If the violation has occurred over a period of time or is continuing, please indicate the time period in question.

**Details of the complaint (attach appropriate supporting documents):**

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**Specific remedy sought:**

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Within 60 calendar days following the receipt of the complaint a written report of the district's investigation shall be completed.

**Signature of Complainant:** \_\_\_\_\_



**Pacific Grove Unified School District**

Community Relations

Exhibit #1312.3

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
Uniform Complaint Form**

**Please complete all information and return this form to:** **PGUSD Human Resource Office**  
**435 Hillcrest Avenue**  
**Pacific Grove, CA 93950**

*If you need help filling out the form please contact the Human Resources Director at 646-6507.*

|                    |                            |                     |            |
|--------------------|----------------------------|---------------------|------------|
| <b>Date</b>        | <b>Name of Complainant</b> | <b>School</b>       |            |
| <b>Address</b>     | <b>City</b>                | <b>State</b>        | <b>Zip</b> |
| <b>Phone (Day)</b> | <b>Phone (Evening)</b>     | <b>Phone (Cell)</b> |            |

**Name of Parent if not Complainant**

*Please check the appropriate box(es):*

- A.  I am filing a complaint alleging unlawful discrimination, harassment, intimidation, or bullying based on one or more of the following actual or perceived characteristics, or association with a person or group with one or more of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, ethnic group identification, immigration status, color, age, religion, genetic information, sex or sexual orientation, marital, pregnancy, parental or family status or any other characteristics identified in Education Code sections 200 and 220, Government Code section 11135, or Penal Code section 422.55, in any District program or activity that receives or benefits from state financial assistance.
- B.  I am filing a complaint alleging a violation of federal or state laws governing any of the following: adult education, consolidated categorical aid programs, career technical and technical education, Compensatory Education, Every Student Succeeds Act., Regional Occupational Centers and Programs, migrant education, child care and development programs, state preschool program health and safety, foster and homeless youth services, lactating student accommodations, pregnant and parenting student parental leave and educational rights, physical education instructional minute requirements, educational content course requirements for grades 9-12, former juvenile court school students' graduation, coursework and continuing education options, graduation and coursework requirements for foster youth, homeless students, migratory and newly arrived immigrant students participating in a "Newcomer Program," and students living in active duty military households, child nutrition programs, special education or school safety planning, or those state or federal educational programs which the State Superintendent of Public Education (or designee) deems appropriate.
- Please specify the program(s): \_\_\_\_\_.
- C.  I am filing a complaint alleging violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.
- D.  I am filing a complaint alleging that the District has not complied with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP).
- E.  I am filing a complaint alleging violation of rights of homeless students and students in foster care.
- F.  I am filing a complaint alleging violation of student rights regarding graduation and coursework requirements for foster youth, homeless students, former juvenile court students, migratory and new arrived immigrant student participating in a "Newcomer Program", and students living in active duty military households.
- G.  I am filing a complaint alleging violation of lactation accommodations for parenting students.

# Pacific Grove Unified School District

Community Relations

Exhibit #1312.3

- H.  I am filing a complaint alleging violation by assigning students to course periods without educational content.
- I.  I am filing a complaint alleging violation of required physical education instructional minutes.
- J.  I am filing a complaint alleging violation of graduation requirements and continuing education options for juvenile court school students.
- K.  I am filing a complaint alleging violation of rights of pregnant or parenting students.
- L.  I am filing a complaint alleging schools plans for student achieve or school site council.
- M.  I am filing a complaint alleging retaliation for filing a UCP complaint.

Date and results of informal meeting and/or mediation (if applicable): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(If you need additional space, you may attach a separate sheet of paper to this complaint form.)

**(For Office Use Only)**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Date Complainant was contacted**

\_\_\_\_\_  
**Expected Date of Written Response (60 working days)**

# Pacific Grove Unified School District

Community Relations

Exhibit #1312.3

For each box that you checked, please specifically describe the nature of your complaint. **Be as factual and specific as possible.** Discrimination complaints must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts supporting the alleged discrimination. Therefore, you must as least indicate the approximate date of the alleged violation. If the violation has occurred over a period of time or is continuing, please indicate the time period in question.

**Details of the complaint (attach appropriate supporting documents):**

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**Specific remedy sought:**

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Within 60 calendar days following the receipt of the complaint a written report of the district's investigation shall be completed.

**Signature of Complainant:** \_\_\_\_\_

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Approval of Public Disclosure (AB 1200) of Collective Bargaining Agreements with Pacific Grove Teachers Association and California School Employees Association

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the AB (Assembly Bill) 1200 Public Disclosure of Collective Bargaining agreements with the Pacific Grove Teachers Association (PGTA) and California School Employees Association (CSEA).

**BACKGROUND:**

All changes to contracts between the District and employee groups require a public hearing and approval by the Board. In addition, AB 1200 requires the District to submit details of all negotiated salary agreements and completed Public Disclosure of Collective Bargaining Agreements to the Monterey County Office of Education (MCOE) for their review and approval ten days prior to the Board action.

**INFORMATION:**

1. Pacific Grove Teachers Association (PG TA):
  - The District settled with PG TA for fiscal year 2019-20 in May 2020
  - AB 1200 Public Disclosure was reviewed and approved by the Monterey County Office of Education (MCOE) on May 27, 2020
  - The Board approved the Tentative Agreement (TA) with appropriate signatures on June 4, 2020  
However, the AB 1200 Public Disclosure agreement pages were *not* included in the June 4 Board meeting. Therefore, these documents are brought back for Board's approval.
  
2. California School Employees Association (CSEA):
  - The District settled with CSEA for fiscal year 2019-20 in June 2020
  - AB 1200 Public Disclosure was reviewed and approved by the Monterey County Office of Education (MCOE) on June 10, 2020
  - The Board approved the Tentative Agreement (TA) with appropriate signatures on June 18, 2020  
However, the AB 1200 Public Disclosure agreement pages were *not* included in the June 18 Board meeting. Therefore, these documents are brought back for Board's approval.

**FISCAL IMPACT:**

As reported to the Board on June 4 and June 18 for PT TA and CSEA respectively.

# Monterey County Office of Education

## PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

|                                  |                                       |
|----------------------------------|---------------------------------------|
| Name of School District:         | Pacific Grove Unified School District |
| Name of Bargaining Unit:         | Pacific Grove Teachers Association    |
| Certificated, Classified, Other: | Certificated                          |

|   |              |             |               |
|---|--------------|-------------|---------------|
| The proposed agreement covers the period beginning: | July 1, 2019 | and ending: | June 30, 2020 |
|   | (date)       |             | (date)        |

|  |              |
|--|--------------|
| The Governing Board will act upon this agreement on: | June 4, 2020 |
|  | (date)       |

This form, along with a copy of the proposed agreement, should be submitted to the County Office at least 10 working days prior to the date the Governing Board will take action. **Please note that school districts with a Qualified or Negative certification pursuant to E.C. section 42131 must allow the COE at least ten (10) working days to review and comment on any proposed agreement.**

### A. Proposed Change in Compensation

| Compensation  | Column 1<br>Current Year<br>Annual<br>Cost Prior to<br>Proposed Agreement<br><br>FY 2019-20 | Fiscal Impact of Proposed Agreement                               |   |   |
|---|---|---|---|---|
|   |   | Column 2<br>Current Year<br>Increase/(Decrease)<br><br>FY 2019-20 | Column 3<br>MultiYr Agreement only:<br>1st Subsequent Year<br>Increase/(Decrease)<br><br>FY 2020-21 | Column 4<br>Multiyr Agreement only:<br>2nd Subsequent Year<br>Increase/(Decrease)<br><br>FY 2021-22 |
|   |   |   |   |   |
| 1 <b>Salary Schedule</b><br>(This is to include Step and Column, which is also reported separately in Item 6.)          | \$ 14,714,094   | \$ 294,281.88   | \$ -  | \$ -  |
|   |   | 2.00%   | 0.00%   | 0.00%   |
| 2 <b>Other Compensation -</b><br>Stipends, Bonuses, Longevity, Overtime,<br>Differential, Callback or Standby Pay, etc. |   |   |   |   |
| <b>Description of other compensation</b>  |   |   |   |   |
| 3 <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>  | \$ 2,969,304  | \$ 59,386.08  | \$ -  | \$ -  |
|   |   | 2.000%  | 0.00%   | 0.00%   |
| 4 <b>Health/Welfare Plans</b>   | \$ 201,910  | \$ 37,153   | \$ -  | \$ -  |
|   |   | 18.40%  | 0.00%   | 0.00%   |
| 5 <b>Total Compensation - Add Items 1 thru 4</b>  | \$ 17,885,308   | \$ 390,820  | \$ -  | \$ -  |
|   |   | 2.185%  | 0.00%   | 0.00%   |
| 6 <b>Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.</b>          | \$ -  | \$ -  | \$ -  | \$ -  |
| 7 <b>Total Number of Represented Employees</b><br>(Use FTEs if appropriate)   | 136.94  | 136.94  | 136.94  | 136.94  |
| 8 <b>Total Compensation Average Cost per Employee</b>   | \$ 130,603  | \$ 2,854  | \$ -  | \$ -  |
|   |   | 2.185%  | 0.00%   | 0.00%   |

## Monterey County Office of Education

### Pacific Grove Unified School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

2.0% increase effective July 1, 2019 and an additional \$350 per eligible FTE for health and welfare benefits.

10. What was the negotiated percentage increase:                      On-Going     OR    One-Time

11. Are there reopeners?    Yes                       No

12. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

13. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

14. Does this bargaining unit have a negotiated cap for Health and Welfare benefits?    Yes     No

If yes, please describe the cap amount.

There is a District hard cap for health and benefits but there is a negotiated increase of \$350 per eligible FTE.

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

# Monterey County Office of Education

## Pacific Grove Unified School District

### D. What contingency language is included in the proposed agreement?

None

### E. Will this agreement create or increase deficit spending in the current or subsequent year(s)?

"Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

There is surplus in 2019-20 to cover this settlement.

### F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

### G. Source of Funding for Proposed Agreement:

#### 1. Current Year

General Fund property taxes

#### 2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Increase in property tax receipts.

#### 3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund property taxes increased 5.86% this year and is budgeted to increase 4% next fiscal year, 2020-21.

# Monterey County Office of Education

## Pacific Grove Unified School District

### H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

| Unrestricted General Fund  |  |  |                 |   |
|--|--|--|-----------------|---|
| Bargaining Unit:   | Pacific Grove Teachers Association   |  |                 |   |
|  | Column 1   | * Column 2                               | Column 3        | Column 4                                |
|  | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>UNRESTRICTED REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                                     | \$ 30,658,234  | \$ -                                     | \$ -            | \$ 30,658,234                           |
| Remaining Revenues (8100-8799)                                       | \$ 631,531   | \$ -                                     | \$ -            | \$ 631,531                              |
| <b>TOTAL UNRESTRICTED REVENUES</b>                                   | <b>\$ 31,289,765</b>   | <b>\$ -</b>                              | <b>\$ -</b>     | <b>\$ 31,289,765</b>                    |
| <b>UNRESTRICTED EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                                    | \$ 14,166,052  | \$ 242,062                               | \$ -            | \$ 14,408,114                           |
| Classified Salaries (2000-2999)                                      | \$ 4,398,789   | \$ -                                     | \$ -            | \$ 4,398,789                            |
| Employee Benefits (3000-3999)  | \$ 4,591,215   | \$ 57,598                                | \$ -            | \$ 4,648,813                            |
| Books and Supplies (4000-4999)                                       | \$ 525,779   | \$ -                                     | \$ -            | \$ 525,779                              |
| Services, Other Operating Expenses (5000-5999)                       | \$ 2,007,709   | \$ -                                     | \$ -            | \$ 2,007,709                            |
| Capital Outlay (6000-6599)   | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                                  | \$ 16,476  | \$ -                                     | \$ -            | \$ 16,476                               |
| Direct Support/Indirect Cost (7300-7399)                             | \$ (253,366)   | \$ -                                     | \$ -            | \$ (253,366)                            |
| Other Adjustments  |  |  |                 |   |
| <b>TOTAL UNRESTRICTED EXPENDITURES</b>                               | <b>\$ 25,452,654</b>   | <b>\$ 299,660</b>                        | <b>\$ -</b>     | <b>\$ 25,752,314</b>                    |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                                   | <b>\$ 5,837,111</b>  | <b>\$ (299,660)</b>                      | <b>\$ -</b>     | <b>\$ 5,537,451</b>                     |
| Transfers In and Other Sources (8910-8979)                           | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                             | \$ 9,842   | \$ -                                     | \$ -            | \$ 9,842                                |
| Contributions (8980-8999)  | \$ (5,346,666)   | \$ -                                     | \$ -            | \$ (5,346,666)                          |
| <b>CURRENT YEAR INCREASE (DECREASE) IN UNRESTRICTED FUND BALANCE</b> | <b>\$ 480,603</b>  | <b>\$ (299,660)</b>                      | <b>\$ -</b>     | <b>\$ 180,943</b>                       |
| <b>UNRESTRICTED BEGINNING FUND BALANCE</b>                           | <b>\$ 4,169,419</b>  |  |                 | <b>\$ 4,169,419</b>                     |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                      | \$ (268,239)   |  |                 | \$ (268,239)                            |
| <b>CURR YR UNRESTRICTED ENDING BALANCE</b>                           | <b>\$ 4,381,783</b>  | <b>\$ (299,660)</b>                      | <b>\$ -</b>     | <b>\$ 4,082,123</b>                     |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>                            |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                                     | \$ 5,000   | \$ -                                     | \$ -            | \$ 5,000                                |
| Committed/Assigned Amounts (9750-9780)                               | \$ 3,310,741   | \$ (311,384)                             | \$ -            | \$ 2,999,357                            |
| Reserve for Economic Uncertainties (9789)                            | \$ 1,066,042   | \$ 11,724                                | \$ -            | \$ 1,077,766                            |
| Unappropriated/Unappropriated Amounts (9790)                         | \$ -   | \$ (0)                                   | \$ -            | \$ (0)                                  |

\* Please see question on page 7.



# Monterey County Office of Education

## Pacific Grove Unified School District

### H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

#### Restricted General Fund

Bargaining Unit:

Pacific Grove Teachers Association

|  | Column 1   | * Column 2                               | Column 3        | Column 4                                |
|--|--|--|-----------------|---|
|  | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>RESTRICTED REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                                   | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Remaining Revenues (8100-8799)                                     | \$ 4,369,170   | \$ -                                     | \$ -            | \$ 4,369,170                            |
| <b>TOTAL RESTRICTED REVENUES</b>                                   | \$ 4,369,170   | \$ -                                     | \$ -            | \$ 4,369,170                            |
| <b>RESTRICTED EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                                  | \$ 2,870,240   | \$ 52,220                                | \$ -            | \$ 2,922,460                            |
| Classified Salaries (2000-2999)                                    | \$ 2,122,653   | \$ -                                     | \$ -            | \$ 2,122,653                            |
| Employee Benefits (3000-3999)                                      | \$ 3,271,532   | \$ 38,940                                | \$ -            | \$ 3,310,472                            |
| Books and Supplies (4000-4999)                                     | \$ 894,655   | \$ -                                     | \$ -            | \$ 894,655                              |
| Services, Other Operating Expenses (5000-5999)                     | \$ 573,693   | \$ -                                     | \$ -            | \$ 573,693                              |
| Capital Outlay (6000-6599)   | \$ 83,000  | \$ -                                     | \$ -            | \$ 83,000                               |
| Other Outgo (7100-7299) (7400-7499)                                | \$ 124,617   | \$ -                                     | \$ -            | \$ 124,617                              |
| Direct Support/Indirect Cost (7300-7399)                           | \$ 131,826   | \$ -                                     | \$ -            | \$ 131,826                              |
| Other Adjustments  |  |  |                 |   |
| <b>TOTAL RESTRICTED EXPENDITURES</b>                               | \$ 10,072,216  | \$ 91,160                                | \$ -            | \$ 10,163,376                           |
| <b>OPERATING SURPLUS (DEFICIT)</b>                                 | \$ (5,703,046)   | \$ (91,160)                              | \$ -            | \$ (5,794,206)                          |
| Transfers In and Other Sources (8910-8979)                         | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                           | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Contributions (8980-8999)  | \$ 5,346,666   | \$ -                                     | \$ -            | \$ 5,346,666                            |
| <b>CURRENT YEAR INCREASE (DECREASE) IN RESTRICTED FUND BALANCE</b> | \$ (356,380)   | \$ (91,160)                              | \$ -            | \$ (447,540)                            |
| <b>RESTRICTED BEGINNING FUND BALANCE</b>                           | \$ 526,950   |  |                 | \$ 526,950                              |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                    | \$ 268,241   |  |                 | \$ 268,241                              |
| <b>CURR YR RESTRICTED ENDING BALANCE</b>                           | \$ 438,811   | \$ (91,160)                              | \$ -            | \$ 347,651                              |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>                          |  |  |                 |   |
| Restricted Amounts (9740)  | \$ 438,811   | \$ (91,160)                              | \$ -            | \$ 347,651                              |

\* Please see question on page 7.

## Monterey County Office of Education

## Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

|   | Combined General Fund  |  |                 |   |
|---|--|--|-----------------|---|
|   | Pacific Grove Teachers Association   |  |                 |   |
| Bargaining Unit:  | Column 1   | * Column 2                               | Column 3        | Column 4                                |
|   | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                            | \$ 30,658,234  | \$ -                                     | \$ -            | \$ 30,658,234                           |
| Remaining Revenues (8100-8799)                              | \$ 5,000,701   | \$ -                                     | \$ -            | \$ 5,000,701                            |
| <b>TOTAL REVENUES</b>                                       | <b>\$ 35,658,935</b>   | <b>\$ -</b>                              | <b>\$ -</b>     | <b>\$ 35,658,935</b>                    |
| <b>EXPENDITURES</b>   |  |  |                 |   |
| Certificated Salaries (1000-1999)                           | \$ 17,036,292  | \$ 294,282                               | \$ -            | \$ 17,330,574                           |
| Classified Salaries (2000-2999)                             | \$ 6,521,442   | \$ -                                     | \$ -            | \$ 6,521,442                            |
| Employee Benefits (3000-3999)                               | \$ 7,862,747   | \$ 96,539                                | \$ -            | \$ 7,959,286                            |
| Books and Supplies (4000-4999)                              | \$ 1,420,434   | \$ -                                     | \$ -            | \$ 1,420,434                            |
| Services, Other Operating Expenses (5000-5999)              | \$ 2,581,402   | \$ -                                     | \$ -            | \$ 2,581,402                            |
| Capital Outlay (6000-6599)                                  | \$ 83,000  | \$ -                                     | \$ -            | \$ 83,000                               |
| Other Outgo (7100-7299) (7400-7499)                         | \$ 141,093   | \$ -                                     | \$ -            | \$ 141,093                              |
| Direct Support/Indirect Cost (7300-7399)                    | \$ (121,540)   | \$ -                                     | \$ -            | \$ (121,540)                            |
| Other Adjustments   |  |  |                 |   |
| <b>TOTAL EXPENDITURES</b>                                   | <b>\$ 35,524,870</b>   | <b>\$ 390,820</b>                        | <b>\$ -</b>     | <b>\$ 35,915,690</b>                    |
| <b>OPERATING SURPLUS (DEFICIT)</b>                          | <b>\$ 134,065</b>  | <b>\$ (390,820)</b>                      | <b>\$ -</b>     | <b>\$ (256,755)</b>                     |
| Transfer In and Other Sources (8910-8979)                   | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                    | \$ 9,842   | \$ -                                     | \$ -            | \$ 9,842                                |
| Contributions (8980-8999)                                   | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN<br/>FUND BALANCE</b> | <b>\$ 124,223</b>  | <b>\$ (390,820)</b>                      | <b>\$ -</b>     | <b>\$ (266,597)</b>                     |
| <b>BEGINNING FUND BALANCE</b>                               | <b>\$ 4,696,369</b>  |  |                 | <b>\$ 4,696,369</b>                     |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)             | \$ 2   |  | \$ -            | \$ 2                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                     | <b>\$ 4,820,594</b>  | <b>\$ (390,820)</b>                      | <b>\$ -</b>     | <b>\$ 4,429,774</b>                     |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>                   |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                            | \$ 5,000   | \$ -                                     | \$ -            | \$ 5,000                                |
| Restricted Amounts (9740)                                   | \$ 438,811   | \$ (91,160)                              | \$ -            | \$ 347,651                              |
| Committed/Assigned Amounts (9750-9780)                      | \$ 3,310,741   | \$ (311,384)                             | \$ -            | \$ 2,999,357                            |
| Reserve for Economic Uncertainties (9789)                   | \$ 1,066,042   | \$ 11,724                                | \$ -            | \$ 1,077,766                            |
| Unappropriated/Unappropriated Amounts (9790)                | \$ -   | \$ (0)                                   | \$ -            | \$ (0)                                  |
| Reserve for Economic Uncertainties Percentage               | 3.00%  |  |                 | 3.00%                                   |

\* Please see question on page 7.

# Monterey County Office of Education

## Pacific Grove Unified School District

### H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

#### Adult Education Fund

Enter Bargaining Unit:

Pacific Grove Teachers Association

|   | Column 1   | Column 2                                 | Column 3        | Column 4                                |
|---|--|--|-----------------|---|
|   | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ 238,562   | \$ -                                     | \$ -            | \$ 238,562                              |
| Remaining Revenues (8100-8799)                          | \$ 1,846,727   | \$ -                                     | \$ -            | \$ 1,846,727                            |
| <b>TOTAL REVENUES</b>                                   | \$ 2,085,289   | \$ -                                     | \$ -            | \$ 2,085,289                            |
| <b>EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                       | \$ 756,675   | \$ 8,789                                 | \$ -            | \$ 765,464                              |
| Classified Salaries (2000-2999)                         | \$ 1,027,365   | \$ -                                     | \$ -            | \$ 1,027,365                            |
| Employee Benefits (3000-3999)                           | \$ 432,854   | \$ 4,031                                 | \$ -            | \$ 436,885                              |
| Books and Supplies (4000-4999)                          | \$ 311,955   | \$ -                                     | \$ -            | \$ 311,955                              |
| Services, Other Operating Expenses (5000-5999)          | \$ 208,167   | \$ -                                     | \$ -            | \$ 208,167                              |
| Capital Outlay (6000-6999)                              | \$ 455,764   | \$ -                                     | \$ -            | \$ 455,764                              |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ 97,000  | \$ -                                     | \$ -            | \$ 97,000                               |
| <b>TOTAL EXPENDITURES</b>                               | \$ 3,289,780   | \$ 12,820                                | \$ -            | \$ 3,302,600                            |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ (1,204,491)   | \$ (12,820)                              | \$ -            | \$ (1,217,311)                          |
| Transfers In and Other Sources (8910-8979)              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ (1,204,491)   | \$ (12,820)                              | \$ -            | \$ (1,217,311)                          |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 2,005,886   |  |                 | \$ 2,005,886                            |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -   |  |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 801,395   | \$ (12,820)                              | \$ -            | \$ 788,575                              |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                        |  | \$ -                                     | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Committed/Assigned Amounts (9750-9780)                  | \$ 801,395   | \$ (12,820)                              | \$ -            | \$ 788,575                              |

\* Please see question on page 7.

# Monterey County Office of Education

## Pacific Grove Unified School District

### H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

#### Child Development Fund

Bargaining Unit:

Pacific Grove Teachers Association

|   | Column 1   | Column 2                                 | Column 3        | Column 4                                |
|---|--|--|-----------------|---|
|   | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Remaining Revenues (8100-8799)                          | \$ 536,311   | \$ -                                     | \$ -            | \$ 536,311                              |
| <b>TOTAL REVENUES</b>                                   | \$ 536,311   | \$ -                                     | \$ -            | \$ 536,311                              |
| <b>EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                       | \$ 64,163  | \$ 1,212                                 | \$ -            | \$ 65,375                               |
| Classified Salaries (2000-2999)                         | \$ 296,491   | \$ -                                     | \$ -            | \$ 296,491                              |
| Employee Benefits (3000-3999)                           | \$ 128,540   | \$ 595                                   | \$ -            | \$ 129,135                              |
| Books and Supplies (4000-4999)                          | \$ 9,383   | \$ -                                     | \$ -            | \$ 9,383                                |
| Services, Other Operating Expenses (5000-5999)          | \$ 10,870  | \$ -                                     | \$ -            | \$ 10,870                               |
| Capital Outlay (6000-6999)                              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ 24,540  | \$ -                                     | \$ -            | \$ 24,540                               |
| <b>TOTAL EXPENDITURES</b>                               | \$ 533,987   | \$ 1,807                                 | \$ -            | \$ 535,794                              |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ 2,324   | \$ (1,807)                               | \$ -            | \$ 517                                  |
| Transfers In and Other Sources (8910-8979)              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ 2,324   | \$ (1,807)                               | \$ -            | \$ 517                                  |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 37,885  |  |                 | \$ 37,885                               |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -   |  |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 40,209  | \$ (1,807)                               | \$ -            | \$ 38,402                               |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Committed/Assigned Amounts (9750-9780)                  | \$ 40,209  | \$ (1,807)                               | \$ -            | \$ 38,402                               |

\* Please see question on page 7.

# Monterey County Office of Education

## Pacific Grove Unified School District

### H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

#### Cafeteria Fund

Bargaining Unit:

Pacific Grove Teachers Association

|   | Column 1   | Column 2                                 | Column 3        | Column 4                                |
|---|--|--|-----------------|---|
|   | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Remaining Revenues (8100-8799)                          | \$ 655,289   | \$ -                                     | \$ -            | \$ 655,289                              |
| <b>TOTAL REVENUES</b>                                   | \$ 655,289   | \$ -                                     | \$ -            | \$ 655,289                              |
| <b>EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                       |  | \$ -                                     | \$ -            | \$ -                                    |
| Classified Salaries (2000-2999)                         | \$ 281,976   |  | \$ -            | \$ 281,976                              |
| Employee Benefits (3000-3999)                           | \$ 85,042  | \$ -                                     | \$ -            | \$ 85,042                               |
| Books and Supplies (4000-4999)                          | \$ 286,651   | \$ -                                     | \$ -            | \$ 286,651                              |
| Services, Other Operating Expenses (5000-5999)          | \$ 18,113  | \$ -                                     | \$ -            | \$ 18,113                               |
| Capital Outlay (6000-6999)                              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>TOTAL EXPENDITURES</b>                               | \$ 671,782   | \$ -                                     | \$ -            | \$ 671,782                              |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ (16,493)  | \$ -                                     | \$ -            | \$ (16,493)                             |
| Transfers In and Other Sources (8910-8979)              | \$ 9,842   | \$ -                                     | \$ -            | \$ 9,842                                |
| Transfers Out and Other Uses (7610-7699)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ (6,651)   | *  | \$ -            | \$ (6,651)                              |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 11,779  |  |                 | \$ 11,779                               |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -   |  |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 5,128   | \$ -                                     | \$ -            | \$ 5,128                                |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ 4,576   | \$ -                                     | \$ -            | \$ 4,576                                |
| Committed/Assigned Amounts (9750-9780)                  | \$ 552   | \$ -                                     | \$ -            | \$ 552                                  |

\* Please see question on page 7.

Pacific Grove Unified School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

Enter Fund:   
 Bargaining Unit: Pacific Grove Teachers Association

|   | Column 1   | Column 2                                 | Column 3        | Column 4                                |
|---|--|--|-----------------|---|
|   | Latest Board-<br>Approved Budget<br>Before Settlement<br>(As of March 5, 2019) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Remaining Revenues (8100-8799)                          | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>TOTAL REVENUES</b>                                   | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                       | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Classified Salaries (2000-2999)                         | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Employee Benefits (3000-3999)                           | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Books and Supplies (4000-4999)                          | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Services, Other Operating Expenses (5000-5999)          | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Capital Outlay (6000-6999)                              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>TOTAL EXPENDITURES</b>                               | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers In and Other Sources (8910-8979)              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>BEGINNING FUND BALANCE</b>                           | \$ -   |  |                 | \$ -                                    |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -   |  |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                        | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Committed/Assigned Amounts (9750-9780)                  | \$ -   | \$ -                                     | \$ -            | \$ -                                    |

\* Please see question on page 7.

# Monterey County Office of Education

## Pacific Grove Unified School District

### I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS UNRESTRICTED FUNDS

#### Unrestricted General Fund Multiyear Projection

Bargaining Unit: Pacific Grove Teachers Association

|  | FY 2019-20                               | FY 2020-21                                | FY 2021-22                                 |
|--|--|---|--|
|  | Total Current Budget<br>After Settlement | First Subsequent Year<br>After Settlement | Second Subsequent Year<br>After Settlement |
| <b>UNRESTRICTED REVENUES</b>   |  |   |  |
| LCFF Funding Sources (8010-8099)   | \$ 30,658,234                            | \$ 31,924,068                             | \$ 32,952,909                              |
| Remaining Revenues (8100-8799)   | \$ 631,531                               | \$ 650,719                                | \$ 650,719                                 |
| <b>TOTAL UNRESTRICTED REVENUES</b>                                       | \$ 31,289,765                            | \$ 32,574,787                             | \$ 33,603,628                              |
| <b>UNRESTRICTED EXPENDITURES</b>   |  |   |  |
| Certificated Salaries (1000-1999)  | \$ 14,408,114                            | \$ 14,628,847                             | \$ 14,854,631                              |
| Classified Salaries (2000-2999)  | \$ 4,398,789                             | \$ 4,476,325                              | \$ 4,554,952                               |
| Employee Benefits (3000-3999)  | \$ 4,648,813                             | \$ 5,129,121                              | \$ 5,301,664                               |
| Books and Supplies (4000-4999)   | \$ 525,779                               | \$ 528,408                                | \$ 531,050                                 |
| Services, Other Operating Expenses (5000-5999)                           | \$ 2,007,709                             | \$ 2,122,511                              | \$ 2,140,910                               |
| Capital Outlay (6000-6999)   | \$ -                                     | \$ -                                      | \$ -                                       |
| Other Outgo (7100-7299) (7400-7499)                                      | \$ 16,476                                | \$ 16,476                                 | \$ 16,476                                  |
| Direct Support/Indirect Cost (7300-7399)                                 | \$ (253,366)                             | \$ (253,366)                              | \$ (253,366)                               |
| Other Adjustments  |  | \$ -                                      | \$ -                                       |
| <b>TOTAL UNRESTRICTED EXPENDITURES</b>                                   | \$ 25,752,314                            | \$ 26,648,322                             | \$ 27,146,317                              |
| <b>OPERATING SURPLUS (DEFICIT)</b>                                       | \$ 5,537,451                             | \$ 5,926,465                              | \$ 6,457,311                               |
| Transfers In and Other Sources (8910-8979)                               | \$ -                                     | \$ -                                      | \$ -                                       |
| Transfers Out and Other Uses (7610-7699)                                 | \$ 9,842                                 | \$ 9,842                                  | \$ 9,842                                   |
| Contributions (8980-8999) (Enter as a<br>deduction)                      | \$ (5,346,666)                           | \$ (5,533,999)                            | \$ (5,727,482)                             |
| <b>CURRENT YEAR INCREASE (DECREASE) IN<br/>UNRESTRICTED FUND BALANCE</b> | \$ 180,943                               | \$ 382,624                                | \$ 719,987                                 |
| <b>UNRESTRICTED BEGINNING FUND BALANCE</b>                               | \$ 4,169,419                             | \$ 4,082,123                              | \$ 4,464,746                               |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                          | \$ (268,239)                             |   |  |
| <b>UNRESTRICTED ENDING FUND BALANCE</b>                                  | \$ 4,082,123                             | \$ 4,464,746                              | \$ 5,184,733                               |
| <b>COMPONENTS OF ENDING BALANCE:</b>                                     |  |   |  |
| Nonspendable Amounts (9711-9719)   | \$ 5,000                                 | \$ 5,000                                  | \$ 5,000                                   |
| Committed/Assigned Amounts (9750-9780)                                   | \$ 2,999,357                             | \$ 3,363,973                              | \$ 4,066,171                               |
| Reserve for Economic Uncertainties (9789)                                | \$ 1,077,766                             | \$ 1,095,773                              | \$ 1,113,562                               |
| Unappropriated/Unappropriated Amounts (9790)                             | \$ (0)                                   | \$ 0                                      | \$ 0                                       |

**WARNING: 9790 Unappropriated Amounts must be positive**

# Monterey County Office of Education

## Pacific Grove Unified School District

### J. CALCULATING THE AVAILABLE RESERVE AMOUNT

#### 1. State Reserve Standard

|    |   | FY 2019-20    | FY 2020-21    | FY 2021-22    |
|----|---|---------------|---------------|---------------|
| a. | Total Expenditures, Transfers Out, and Uses<br>(Including Cost of Proposed Agreement)   | \$ 35,925,532 | \$ 36,525,763 | \$ 37,118,743 |
| b. | State Standard Minimum Reserve Percentage for<br>this District Enter percentage:  | 3.00%         | 3.00%         | 3.00%         |
| c. | State Standard Minimum Reserve Amount for this<br>District (For districts with less than 1,001 ADA,<br>this is the greater of Line a, times Line b. or<br>\$67,000) | \$ 1,077,766  | \$ 1,095,773  | \$ 1,113,562  |

#### 2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

|    |   |              |              |              |
|----|---|--------------|--------------|--------------|
| a. | General Fund Budgeted Unrestricted<br>Designated for Economic Uncertainties (9789)      | \$ 1,077,766 | \$ 1,095,773 | \$ 1,113,562 |
| b. | General Fund Budgeted Unrestricted<br>Unappropriated Amount (9790)                      | \$ (0)       | \$ 0         | \$ 0         |
| c. | Special Reserve Fund (Fund 17) Budgeted<br>Designated for Economic Uncertainties (9789) | \$ -         | \$ -         | \$ -         |
| d. | Special Reserve Fund (Fund 17) Budgeted<br>Unappropriated Amount (9790)                 | \$ -         | \$ -         | \$ -         |
| e. | Total Available Reserves  | \$ 1,077,766 | \$ 1,095,773 | \$ 1,113,562 |
| f. | Reserve for Economic Uncertainties Percentage   | 3.00%        | 3.00%        | 3.00%        |

#### 3. Do unrestricted reserves meet the state minimum reserve amount?

|            |     |                                     |    |                          |
|------------|-----|-------------------------------------|----|--------------------------|
| FY 2019-20 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| FY 2020-21 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| FY 2021-22 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

#### 4. If no, how do you plan to restore your reserves?





Monterey County Office of Education

**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT**

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Pacific Grove Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2019 to June 30, 2020.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase (Decrease)

|    | <b>Budget Adjustment<br/>Increase/(Decrease)</b> |
|----|--|
| \$ | -  |
| \$ | 405,447  |
| \$ | (405,447)  |

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase (Decrease)

|    | <b>Budget Adjustment<br/>Increase/(Decrease)</b> |
|----|--|
| \$ | -  |
| \$ | -  |
| \$ | -  |

**Budget Revisions**


If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

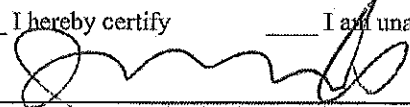
**Certifications**

I hereby certify  I am unable to certify

  
 \_\_\_\_\_  
 District Superintendent  
 (Signature)

5/20/2020  
 \_\_\_\_\_  
 Date

I hereby certify  I am unable to certify

  
 \_\_\_\_\_  
 Chief Business Official  
 (Signature)

5/20/2020  
 \_\_\_\_\_  
 Date

Monterey County Office of Education

Assumptions

The assumptions upon which this certification is made are as follows:

Property Tax revenues are expected to increase 5.86% in 2019-20 and at least 4% in 2020-21.

Enrollment is projected to decline slightly by 7 students.

There is no projected increase of Certificated and Classified FTE next or the subsequent budget years.

There are savings from substitute and utility costs due to covid 19 closure of schools in 2019-20.

Multiple horizontal lines for additional assumptions.

Concerns regarding affordability of agreement in subsequent years (if any):

None

Multiple horizontal lines for additional concerns.

# Monterey County Office of Education

## M. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Song Chin-Bendib**  
**Contact Person**

\_\_\_\_\_  
**(831)646-6509**  
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on: June 4, 2020 , took action to approve the proposed Agreement with the Pacific Grove Teachers Association Bargaining Unit.

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

# Monterey County Office of Education

## PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: Pacific Grove Unified School District  
 Name of Bargaining Unit: California School Employees Association (CSEA)  
 Certificated, Classified, Other: Classified

The proposed agreement covers the period beginning: July 1, 2019 and ending: June 30, 2020  
 (date) (date)

The Governing Board will act upon this agreement on: June 18, 2020  
 (date)

This form, along with a copy of the proposed agreement, should be submitted to the County Office at least 10 working days prior to the date the Governing Board will take action. **Please note that school districts with a Qualified or Negative certification pursuant to E.C. section 42131 must allow the COE at least ten (10) working days to review and comment on any proposed agreement.**

### A. Proposed Change in Compensation

| Compensation  | Column 1<br>Current Year<br>Annual<br>Cost Prior to<br>Proposed Agreement<br><br>FY 2019-20 | Fiscal Impact of Proposed Agreement                               |   |   |
|---|---|---|---|---|
|   |   | Column 2<br>Current Year<br>Increase/(Decrease)<br><br>FY 2019-20 | Column 3<br>MultiYr Agreement only:<br>1st Subsequent Year<br>Increase/(Decrease)<br><br>FY 2020-21 | Column 4<br>Multiyr Agreement only:<br>2nd Subsequent Year<br>Increase/(Decrease)<br><br>FY 2021-22 |
| 1 <b>Salary Schedule</b><br>(This is to include Step and Column, which is also reported separately in Item 6.)          | \$ 4,939,627  | \$ 109,165.76   | \$ -  | \$ -  |
|   |   | 2.21%   | 0.00%   | 0.00%   |
| 2 <b>Other Compensation -</b><br>Stipends, Bonuses, Longevity, Overtime,<br>Differential, Callback or Standby Pay, etc. |   |   |   |   |
| <b>Description of other compensation</b>  |   |   |   |   |
| 3 <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>  | \$ 1,432,541  | \$ 31,659.16  | \$ -  | \$ -  |
|   |   | 2.210%  | 0.00%   | 0.00%   |
| 4 <b>Health/Welfare Plans</b>   |   |   | \$ -  | \$ -  |
| 5 <b>Total Compensation - Add Items 1 thru 4</b>  | \$ 6,372,168  | \$ 140,825  | \$ -  | \$ -  |
|   |   | 2.210%  | 0.00%   | 0.00%   |
| 6 <b>Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.</b>          | \$ -  | \$ -  | \$ -  | \$ -  |
| 7 <b>Total Number of Represented Employees</b><br>(Use FTEs if appropriate)   | 92.33   | 92.33   | 92.33   | 92.33   |
| 8 <b>Total Compensation Average Cost per Employee</b>   | \$ 69,017   | \$ 1,525  | \$ -  | \$ -  |
|   |   | 2.210%  | 0.00%   | 0.00%   |

## Monterey County Office of Education

## Pacific Grove Unified School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

2.21% increase effective July 1, 2019.

10. What was the negotiated percentage increase: On-Going  OR One-Time

11. Are there reopeners? Yes  No

12. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

13. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

14. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

There is a District hard cap for CSEA health & benefits and there is no adjustment to the cap

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

HOURS OF EMPLOYEMENT - language to include CSEA as part of the work calendar committee; VACATION POLICIES - clarify language for CSEA vacation carryover; ORGANIZATION SECURITY, AGENCY SHOP - update language to reflect Janus v. American Federation of States, County, and Municipal Employees, Council 31, et, al

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

Pacific Grove Unified School District

**D. What contingency language is included in the proposed agreement?**

None

**E. Will this agreement create or increase deficit spending in the current or subsequent year(s)?**

"Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

There is surplus in 2019-20 to cover this settlement.

**F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

None

**G. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund property taxes

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Increase in property tax receipts.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund property taxes increased 5.86% this year and is budgeted to increase 4% next fiscal year, 2020-21.

# Monterey County Office of Education

Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

| Unrestricted General Fund  |  |  |                     |   |
|--|--|--|---------------------|---|
| Bargaining Unit:   | California School Employees Association (CSEA)                               |  |                     |   |
|  | Column 1   | * Column 2                               | Column 3            | Column 4                                |
|  | 2019-20 Second<br>Interim Report<br>(Approved By Board<br>on March 5, 2019 ) | Adjustments as a<br>Result of Settlement | Other Revisions     | Total Current Budget<br>(Columns 1+2+3) |
| <b>UNRESTRICTED REVENUES</b>   |  |  |                     |   |
| LCFF Funding Sources (8010-8099)                                     | \$ 30,658,234  | \$ -                                     | \$ -                | \$ 30,658,234                           |
| Remaining Revenues (8100-8799)                                       | \$ 631,531   | \$ -                                     | \$ -                | \$ 631,531                              |
| <b>TOTAL UNRESTRICTED REVENUES</b>                                   | <b>\$ 31,289,765</b>   | <b>\$ -</b>                              | <b>\$ -</b>         | <b>\$ 31,289,765</b>                    |
| <b>UNRESTRICTED EXPENDITURES</b>                                     |  |  |                     |   |
| Certificated Salaries (1000-1999)                                    | \$ 14,166,052  | \$ -                                     | \$ 242,062          | \$ 14,408,114                           |
| Classified Salaries (2000-2999)                                      | \$ 4,398,789   | \$ 65,089                                | \$ -                | \$ 4,463,878                            |
| Employee Benefits (3000-3999)  | \$ 4,591,215   | \$ 18,877                                | \$ 57,598           | \$ 4,667,690                            |
| Books and Supplies (4000-4999)                                       | \$ 525,779   | \$ -                                     | \$ -                | \$ 525,779                              |
| Services, Other Operating Expenses (5000-5999)                       | \$ 2,007,709   | \$ -                                     | \$ -                | \$ 2,007,709                            |
| Capital Outlay (6000-6599)   | \$ -   | \$ -                                     | \$ -                | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                                  | \$ 16,476  | \$ -                                     | \$ -                | \$ 16,476                               |
| Direct Support/Indirect Cost (7300-7399)                             | \$ (253,366)   | \$ -                                     | \$ -                | \$ (253,366)                            |
| Other Adjustments  |  |  |                     |   |
| <b>TOTAL UNRESTRICTED EXPENDITURES</b>                               | <b>\$ 25,452,654</b>   | <b>\$ 83,966</b>                         | <b>\$ 299,660</b>   | <b>\$ 25,836,280</b>                    |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                                   | <b>\$ 5,837,111</b>  | <b>\$ (83,966)</b>                       | <b>\$ (299,660)</b> | <b>\$ 5,453,485</b>                     |
| Transfers In and Other Sources (8910-8979)                           | \$ -   | \$ -                                     | \$ -                | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                             | \$ 9,842   | \$ -                                     | \$ -                | \$ 9,842                                |
| Contributions (8980-8999)  | \$ (5,346,666)   | \$ -                                     | \$ -                | \$ (5,346,666)                          |
| <b>CURRENT YEAR INCREASE (DECREASE) IN UNRESTRICTED FUND BALANCE</b> | <b>\$ 480,603</b>  | <b>\$ (83,966)</b>                       | <b>\$ (299,660)</b> | <b>\$ 96,977</b>                        |
| <b>UNRESTRICTED BEGINNING FUND BALANCE</b>                           | <b>\$ 4,169,419</b>  |  |                     | <b>\$ 4,169,419</b>                     |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                      | \$ (268,239)   |  |                     | \$ (268,239)                            |
| <b>CURR YR UNRESTRICTED ENDING BALANCE</b>                           | <b>\$ 4,381,783</b>  | <b>\$ (83,966)</b>                       | <b>\$ (299,660)</b> | <b>\$ 3,998,157</b>                     |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>                            |  |  |                     |   |
| Nonspendable Amounts (9711-9719)                                     | \$ 5,000   | \$ -                                     | \$ -                | \$ 5,000                                |
| Committed/Assigned Amounts (9750-9780)                               | \$ 3,310,741   | \$ (88,191)                              | \$ (311,384)        | \$ 2,911,166                            |
| Reserve for Economic Uncertainties (9789)                            | \$ 1,066,042   | \$ 4,225                                 | \$ 11,724           | \$ 1,081,991                            |
| Unappropriated/Unappropriated Amounts (9790)                         | \$ -   | \$ (0)                                   | \$ (0)              | \$ (1)                                  |

\* Please see question on page 7.



# Monterey County Office of Education

Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

### Restricted General Fund

Bargaining Unit: California School Employees Association (CSEA)

|  | Column 1   | * Column 2                               | Column 3           | Column 4                                |
|--|--|--|--------------------|---|
|  | 2019-20 Second<br>Interim Report<br>(Approved By Board<br>on March 5, 2019 ) | Adjustments as a<br>Result of Settlement | Other Revisions    | Total Current Budget<br>(Columns 1+2+3) |
| <b>RESTRICTED REVENUES</b>   |  |  |                    |   |
| LCFF Funding Sources (8010-8099)                                       | \$ -   | \$ -                                     | \$ -               | \$ -                                    |
| Remaining Revenues (8100-8799)   | \$ 4,369,170   | \$ -                                     | \$ -               | \$ 4,369,170                            |
| <b>TOTAL RESTRICTED REVENUES</b>                                       | <b>\$ 4,369,170</b>  | <b>\$ -</b>                              | <b>\$ -</b>        | <b>\$ 4,369,170</b>                     |
| <b>RESTRICTED EXPENDITURES</b>   |  |  |                    |   |
| Certificated Salaries (1000-1999)                                      | \$ 2,870,240   | \$ -                                     | \$ 52,220          | \$ 2,922,460                            |
| Classified Salaries (2000-2999)  | \$ 2,122,653   | \$ 44,076                                | \$ -               | \$ 2,166,729                            |
| Employee Benefits (3000-3999)  | \$ 3,271,532   | \$ 12,783                                | \$ 38,940          | \$ 3,323,255                            |
| Books and Supplies (4000-4999)   | \$ 894,655   | \$ -                                     | \$ -               | \$ 894,655                              |
| Services, Other Operating Expenses (5000-5999)                         | \$ 573,693   | \$ -                                     | \$ -               | \$ 573,693                              |
| Capital Outlay (6000-6599)   | \$ 83,000  | \$ -                                     | \$ -               | \$ 83,000                               |
| Other Outgo (7100-7299) (7400-7499)                                    | \$ 124,617   | \$ -                                     | \$ -               | \$ 124,617                              |
| Direct Support/Indirect Cost (7300-7399)                               | \$ 131,826   | \$ -                                     | \$ -               | \$ 131,826                              |
| Other Adjustments  |  |  |                    |   |
| <b>TOTAL RESTRICTED EXPENDITURES</b>                                   | <b>\$ 10,072,216</b>   | <b>\$ 56,859</b>                         | <b>\$ 91,160</b>   | <b>\$ 10,220,235</b>                    |
| <b>OPERATING SURPLUS (DEFICIT)</b>                                     | <b>\$ (5,703,046)</b>  | <b>\$ (56,859)</b>                       | <b>\$ (91,160)</b> | <b>\$ (5,851,065)</b>                   |
| Transfers In and Other Sources (8910-8979)                             | \$ -   | \$ -                                     | \$ -               | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                               | \$ -   | \$ -                                     | \$ -               | \$ -                                    |
| Contributions (8980-8999)  | \$ 5,346,666   | \$ -                                     | \$ -               | \$ 5,346,666                            |
| <b>CURRENT YEAR INCREASE (DECREASE) IN<br/>RESTRICTED FUND BALANCE</b> | <b>\$ (356,380)</b>  | <b>\$ (56,859)</b>                       | <b>\$ (91,160)</b> | <b>\$ (504,399)</b>                     |
| <b>RESTRICTED BEGINNING FUND BALANCE</b>                               | <b>\$ 526,950</b>  |  |                    | <b>\$ 526,950</b>                       |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                        | \$ 268,241   |  |                    | \$ 268,241                              |
| <b>CURR YR RESTRICTED ENDING BALANCE</b>                               | <b>\$ 438,811</b>  | <b>\$ (56,859)</b>                       | <b>\$ (91,160)</b> | <b>\$ 290,792</b>                       |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>                              |  |  |                    |   |
| Restricted Amounts (9740)  | \$ 438,811   | \$ (56,859)                              | \$ (91,160)        | \$ 290,792                              |

\* Please see question on page 7.

# Monterey County Office of Education

Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

| Bargaining Unit:  |           | California School Employees Association (CSEA)                      |                                       |                     |                                      |
|---|-----------|---|---------------------------------------|---------------------|--------------------------------------|
|   |           | Column 1  | * Column 2                            | Column 3            | Column 4                             |
|   |           | 2019-20 Second Interim Report (Approved By Board on March 5, 2019 ) | Adjustments as a Result of Settlement | Other Revisions     | Total Current Budget (Columns 1+2+3) |
| <b>REVENUES</b>   |           |   |                                       |                     |                                      |
| LCFF Funding Sources (8010-8099)                        | \$        | 30,658,234  | \$ -                                  | \$ -                | \$ 30,658,234                        |
| Remaining Revenues (8100-8799)                          | \$        | 5,000,701   | \$ -                                  | \$ -                | \$ 5,000,701                         |
| <b>TOTAL REVENUES</b>                                   | <b>\$</b> | <b>35,658,935</b>   | <b>\$ -</b>                           | <b>\$ -</b>         | <b>\$ 35,658,935</b>                 |
| <b>EXPENDITURES</b>                                     |           |   |                                       |                     |                                      |
| Certificated Salaries (1000-1999)                       | \$        | 17,036,292  | \$ -                                  | \$ 294,282          | \$ 17,330,574                        |
| Classified Salaries (2000-2999)                         | \$        | 6,521,442   | \$ 109,166                            | \$ -                | \$ 6,630,608                         |
| Employee Benefits (3000-3999)                           | \$        | 7,862,747   | \$ 31,659                             | \$ 96,539           | \$ 7,990,945                         |
| Books and Supplies (4000-4999)                          | \$        | 1,420,434   | \$ -                                  | \$ -                | \$ 1,420,434                         |
| Services, Other Operating Expenses (5000-5999)          | \$        | 2,581,402   | \$ -                                  | \$ -                | \$ 2,581,402                         |
| Capital Outlay (6000-6599)                              | \$        | 83,000  | \$ -                                  | \$ -                | \$ 83,000                            |
| Other Outgo (7100-7299) (7400-7499)                     | \$        | 141,093   | \$ -                                  | \$ -                | \$ 141,093                           |
| Direct Support/Indirect Cost (7300-7399)                | \$        | (121,540)   | \$ -                                  | \$ -                | \$ (121,540)                         |
| Other Adjustments                                       |           |   |                                       |                     |                                      |
| <b>TOTAL EXPENDITURES</b>                               | <b>\$</b> | <b>35,524,870</b>   | <b>\$ 140,825</b>                     | <b>\$ 390,820</b>   | <b>\$ 36,056,515</b>                 |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | <b>\$</b> | <b>134,065</b>  | <b>\$ (140,825)</b>                   | <b>\$ (390,820)</b> | <b>\$ (397,580)</b>                  |
| Transfer In and Other Sources (8910-8979)               | \$        | -   | \$ -                                  | \$ -                | \$ -                                 |
| Transfers Out and Other Uses (7610-7699)                | \$        | 9,842   | \$ -                                  | \$ -                | \$ 9,842                             |
| Contributions (8980-8999)                               | \$        | -   | \$ -                                  | \$ -                | \$ -                                 |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | <b>\$</b> | <b>124,223</b>  | <b>\$ (140,825)</b>                   | <b>\$ (390,820)</b> | <b>\$ (407,422)</b>                  |
| <b>BEGINNING FUND BALANCE</b>                           | <b>\$</b> | <b>4,696,369</b>  |                                       |                     | <b>\$ 4,696,369</b>                  |
| Pri Yr Audit Adjustmnts/Restatements (9793/9795)        | \$        | 2   |                                       | \$ -                | \$ 2                                 |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | <b>\$</b> | <b>4,820,594</b>  | <b>\$ (140,825)</b>                   | <b>\$ (390,820)</b> | <b>\$ 4,288,949</b>                  |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |           |   |                                       |                     |                                      |
| Nonspendable Amounts (9711-9719)                        | \$        | 5,000   | \$ -                                  | \$ -                | \$ 5,000                             |
| Restricted Amounts (9740)                               | \$        | 438,811   | \$ (56,859)                           | \$ (91,160)         | \$ 290,792                           |
| Committed/Assigned Amounts (9750-9780)                  | \$        | 3,310,741   | \$ (88,191)                           | \$ (311,384)        | \$ 2,911,166                         |
| Reserve for Economic Uncertainties (9789)               | \$        | 1,066,042   | \$ 4,225                              | \$ 11,724           | \$ 1,081,991                         |
| Unappropriated/Unappropriated Amounts (9790)            | \$        | -   | \$ (0)                                | \$ (0)              | \$ (1)                               |
| Reserve for Economic Uncertainties Percentage           |           | 3.00%   |                                       |                     | 3.00%                                |

\* Please see question on page 7.

# Monterey County Office of Education

Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

### Adult Education Fund

Enter Bargaining Unit: **California School Employees Association (CSEA)**

|   | Column 1   | Column 2                                 | Column 3        | Column 4                                |
|---|--|--|-----------------|---|
|   | 2019-20 Second<br>Interim Report<br>(Approved By Board<br>on March 5, 2019 ) | Adjustments as a<br>Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |  |  |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ 238,562   | \$ -                                     | \$ -            | \$ 238,562                              |
| Remaining Revenues (8100-8799)                          | \$ 1,846,727   | \$ -                                     | \$ -            | \$ 1,846,727                            |
| <b>TOTAL REVENUES</b>                                   | \$ 2,085,289   | \$ -                                     | \$ -            | \$ 2,085,289                            |
| <b>EXPENDITURES</b>                                     |  |  |                 |   |
| Certificated Salaries (1000-1999)                       | \$ 756,675   | \$ -                                     | \$ 8,789        | \$ 765,464                              |
| Classified Salaries (2000-2999)                         | \$ 1,027,365   | \$ 13,633                                | \$ -            | \$ 1,040,998                            |
| Employee Benefits (3000-3999)                           | \$ 432,854   | \$ 3,954                                 | \$ 4,031        | \$ 440,839                              |
| Books and Supplies (4000-4999)                          | \$ 311,955   | \$ -                                     | \$ -            | \$ 311,955                              |
| Services, Other Operating Expenses (5000-5999)          | \$ 208,167   | \$ -                                     | \$ -            | \$ 208,167                              |
| Capital Outlay (6000-6999)                              | \$ 455,764   | \$ -                                     | \$ -            | \$ 455,764                              |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ 97,000  | \$ -                                     | \$ -            | \$ 97,000                               |
| <b>TOTAL EXPENDITURES</b>                               | \$ 3,289,780   | \$ 17,587                                | \$ 12,820       | \$ 3,320,187                            |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ (1,204,491)   | \$ (17,587)                              | \$ (12,820)     | \$ (1,234,898)                          |
| Transfers In and Other Sources (8910-8979)              | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Transfers Out and Other Uses (7610-7699)                | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ (1,204,491)   | \$ (17,587)                              | \$ (12,820)     | \$ (1,234,898)                          |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 2,005,886   |  |                 | \$ 2,005,886                            |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -   |  |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 801,395   | \$ (17,587)                              | \$ (12,820)     | \$ 770,988                              |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |  |  |                 |   |
| Nonspendable Amounts (9711-9719)                        |  | \$ -                                     | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ -   | \$ -                                     | \$ -            | \$ -                                    |
| Committed/Assigned Amounts (9750-9780)                  | \$ 801,395   | \$ (17,587)                              | \$ (12,820)     | \$ 770,988                              |

\* Please see question on page 7.

## Monterey County Office of Education

## Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Child Development Fund

Bargaining Unit: California School Employees Association (CSEA)

|   | Column 1  | Column 2                              | Column 3        | Column 4                             |
|---|---|---------------------------------------|-----------------|--------------------------------------|
|   | 2019-20 Second Interim Report (Approved By Board on March 5, 2019 ) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| <b>REVENUES</b>   |   |                                       |                 |                                      |
| LCFF Funding Sources (8010-8099)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Remaining Revenues (8100-8799)                          | \$ 536,311  | \$ -                                  | \$ -            | \$ 536,311                           |
| <b>TOTAL REVENUES</b>                                   | \$ 536,311  | \$ -                                  | \$ -            | \$ 536,311                           |
| <b>EXPENDITURES</b>                                     |   |                                       |                 |                                      |
| Certificated Salaries (1000-1999)                       | \$ 64,163   | \$ -                                  | \$ 1,212        | \$ 65,375                            |
| Classified Salaries (2000-2999)                         | \$ 296,491  | \$ 6,074                              | \$ -            | \$ 302,565                           |
| Employee Benefits (3000-3999)                           | \$ 128,540  | \$ 1,762                              | \$ 595          | \$ 130,896                           |
| Books and Supplies (4000-4999)                          | \$ 9,383  | \$ -                                  | \$ -            | \$ 9,383                             |
| Services, Other Operating Expenses (5000-5999)          | \$ 10,870   | \$ -                                  | \$ -            | \$ 10,870                            |
| Capital Outlay (6000-6999)                              | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Direct Support/Indirect Cost (7300-7399)                | \$ 24,540   | \$ -                                  | \$ -            | \$ 24,540                            |
| <b>TOTAL EXPENDITURES</b>                               | \$ 533,987  | \$ 7,836                              | \$ 1,807        | \$ 543,630                           |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ 2,324  | \$ (7,836)                            | \$ (1,807)      | \$ (7,319)                           |
| Transfers In and Other Sources (8910-8979)              | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Transfers Out and Other Uses (7610-7699)                | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ 2,324  | \$ (7,836)                            | \$ (1,807)      | \$ (7,319)                           |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 37,885   |                                       |                 | \$ 37,885                            |
| Pri Yr Audit Adjustmmts/Restatemnts (9793/9795)         | \$ -  |                                       |                 | \$ -                                 |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 40,209   | \$ (7,836)                            | \$ (1,807)      | \$ 30,566                            |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |   |                                       |                 |                                      |
| Nonspendable Amounts (9711-9719)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Restricted Amounts (9740)                               | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Committed/Assigned Amounts (9750-9780)                  | \$ 40,209   | \$ (7,836)                            | \$ (1,807)      | \$ 30,566                            |

\* Please see question on page 7.

# Monterey County Office of Education

Pacific Grove Unified School District

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

### Cafeteria Fund

Bargaining Unit: California School Employees Association (CSEA)

|   | Column 1  | Column 2                              | Column 3        | Column 4                                |
|---|---|---------------------------------------|-----------------|---|
|   | 2019-20 Second Interim Report<br>(Approved By Board on March 5, 2019) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget<br>(Columns 1+2+3) |
| <b>REVENUES</b>   |   |                                       |                 |   |
| LCFF Funding Sources (8010-8099)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| Remaining Revenues (8100-8799)                          | \$ 655,289  | \$ -                                  | \$ -            | \$ 655,289                              |
| <b>TOTAL REVENUES</b>                                   | \$ 655,289  | \$ -                                  | \$ -            | \$ 655,289                              |
| <b>EXPENDITURES</b>                                     |   |                                       |                 |   |
| Certificated Salaries (1000-1999)                       |   | \$ -                                  | \$ -            | \$ -                                    |
| Classified Salaries (2000-2999)                         | \$ 281,976  | \$ 3,611.79                           | \$ -            | \$ 285,588                              |
| Employee Benefits (3000-3999)                           | \$ 85,042   | \$ 1,047                              | \$ -            | \$ 86,089                               |
| Books and Supplies (4000-4999)                          | \$ 286,651  | \$ -                                  | \$ -            | \$ 286,651                              |
| Services, Other Operating Expenses (5000-5999)          | \$ 18,113   | \$ -                                  | \$ -            | \$ 18,113                               |
| Capital Outlay (6000-6999)                              | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| Direct Support/Indirect Cost (7300-7399)                | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| <b>TOTAL EXPENDITURES</b>                               | \$ 671,782  | \$ 4,659                              | \$ -            | \$ 676,441                              |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ (16,493)   | \$ (4,659)                            | \$ -            | \$ (21,152)                             |
| Transfers In and Other Sources (8910-8979)              | \$ 9,842  | \$ -                                  | \$ -            | \$ 9,842                                |
| Transfers Out and Other Uses (7610-7699)                | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ (6,651)  | \$ (4,659)                            | \$ -            | \$ (11,310)                             |
| <b>BEGINNING FUND BALANCE</b>                           | \$ 11,779   |                                       |                 | \$ 11,779                               |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -  |                                       |                 | \$ -                                    |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ 5,128  | \$ (4,659)                            | \$ -            | \$ 469                                  |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |   |                                       |                 |   |
| Nonspendable Amounts (9711-9719)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                    |
| Restricted Amounts (9740)                               | \$ 4,576  | \$ -                                  | \$ -            | \$ 4,576                                |
| Committed/Assigned Amounts (9750-9780)                  | \$ 552  | \$ (4,659)                            | \$ -            | \$ (4,107)                              |

\* Please see question on page 7.

## Monterey County Office of Education

Pacific Grove Unified School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Enter Fund: 

Bargaining Unit:

California School Employees Association (CSEA)

|   | Column 1  | Column 2                              | Column 3        | Column 4                             |
|---|---|---------------------------------------|-----------------|--------------------------------------|
|   | 2019-20 Second Interim Report (Approved By Board on March 5, 2019 ) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| <b>REVENUES</b>   |   |                                       |                 |                                      |
| LCFF Funding Sources (8010-8099)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Remaining Revenues (8100-8799)                          | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>TOTAL REVENUES</b>                                   | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>EXPENDITURES</b>                                     |   |                                       |                 |                                      |
| Certificated Salaries (1000-1999)                       | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Classified Salaries (2000-2999)                         | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Employee Benefits (3000-3999)                           | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Books and Supplies (4000-4999)                          | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Services, Other Operating Expenses (5000-5999)          | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Capital Outlay (6000-6999)                              | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Other Outgo (7100-7299) (7400-7499)                     | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Direct Support/Indirect Cost (7300-7399)                | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>TOTAL EXPENDITURES</b>                               | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>OPERATING SURPLUS (DEFICIT)</b>                      | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Transfers In and Other Sources (8910-8979)              | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Transfers Out and Other Uses (7610-7699)                | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b> | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>BEGINNING FUND BALANCE</b>                           | \$ -  |                                       |                 | \$ -                                 |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)         | \$ -  |                                       |                 | \$ -                                 |
| <b>CURRENT YEAR ENDING FUND BALANCE</b>                 | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| <b>COMPONENTS OF ENDING FUND BALANCE:</b>               |   |                                       |                 |                                      |
| Nonspendable Amounts (9711-9719)                        | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Restricted Amounts (9740)                               | \$ -  | \$ -                                  | \$ -            | \$ -                                 |
| Committed/Assigned Amounts (9750-9780)                  | \$ -  | \$ -                                  | \$ -            | \$ -                                 |

\* Please see question on page 7.

## Monterey County Office of Education

Pacific Grove Unified School District

**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS UNRESTRICTED FUNDS****Unrestricted General Fund Multiyear Projection**

Bargaining Unit:

California School Employees Association (CSEA)

|  | FY 2019-20                               | FY 2020-21                                | FY 2021-22                                 |
|--|--|---|--|
|  | Total Current Budget<br>After Settlement | First Subsequent Year<br>After Settlement | Second Subsequent Year<br>After Settlement |
| <b>UNRESTRICTED REVENUES</b>   |  |   |  |
| LCFF Funding Sources (8010-8099)   | \$ 30,658,234                            | \$ 31,924,068                             | \$ 32,952,909                              |
| Remaining Revenues (8100-8799)   | \$ 631,531                               | \$ 650,719                                | \$ 650,719                                 |
| <b>TOTAL UNRESTRICTED REVENUES</b>                                       | \$ 31,289,765                            | \$ 32,574,787                             | \$ 33,603,628                              |
| <b>UNRESTRICTED EXPENDITURES</b>   |  |   |  |
| Certificated Salaries (1000-1999)  | \$ 14,408,114                            | \$ 14,628,847                             | \$ 14,854,631                              |
| Classified Salaries (2000-2999)  | \$ 4,463,878                             | \$ 4,542,377                              | \$ 4,621,982                               |
| Employee Benefits (3000-3999)  | \$ 4,667,690                             | \$ 5,144,181                              | \$ 5,318,354                               |
| Books and Supplies (4000-4999)   | \$ 525,779                               | \$ 528,408                                | \$ 531,050                                 |
| Services, Other Operating Expenses (5000-5999)                           | \$ 2,007,709                             | \$ 2,122,511                              | \$ 2,140,910                               |
| Capital Outlay (6000-6999)   | \$ -                                     | \$ -                                      | \$ -                                       |
| Other Outgo (7100-7299) (7400-7499)                                      | \$ 16,476                                | \$ 16,476                                 | \$ 16,476                                  |
| Direct Support/Indirect Cost (7300-7399)                                 | \$ (253,366)                             | \$ (253,366)                              | \$ (253,366)                               |
| Other Adjustments  |  | \$ -                                      | \$ -                                       |
| <b>TOTAL UNRESTRICTED EXPENDITURES</b>                                   | \$ 25,836,280                            | \$ 26,729,435                             | \$ 27,230,037                              |
| <b>OPERATING SURPLUS (DEFICIT)</b>                                       | \$ 5,453,485                             | \$ 5,845,352                              | \$ 6,373,591                               |
| Transfers In and Other Sources (8910-8979)                               | \$ -                                     | \$ -                                      | \$ -                                       |
| Transfers Out and Other Uses (7610-7699)                                 | \$ 9,842                                 | \$ 9,842                                  | \$ 9,842                                   |
| Contributions (8980-8999) (Enter as a<br>negative)                       | \$ (5,346,666)                           | \$ (5,533,999)                            | \$ (5,727,482)                             |
| <b>CURRENT YEAR INCREASE (DECREASE) IN<br/>UNRESTRICTED FUND BALANCE</b> | \$ 96,977                                | \$ 301,511                                | \$ 636,267                                 |
| <b>UNRESTRICTED BEGINNING FUND BALANCE</b>                               | \$ 4,169,419                             | \$ 3,998,157                              | \$ 4,299,668                               |
| Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)                          | \$ (268,239)                             |   |  |
| <b>UNRESTRICTED ENDING FUND BALANCE</b>                                  | \$ 3,998,157                             | \$ 4,299,668                              | \$ 4,935,935                               |
| <b>COMPONENTS OF ENDING BALANCE:</b>                                     |  |   |  |
| Nonspendable Amounts (9711-9719)   | \$ 5,000                                 | \$ 5,000                                  | \$ 5,000                                   |
| Committed/Assigned Amounts (9750-9780)                                   | \$ 2,911,166                             | \$ 3,194,814                              | \$ 3,813,160                               |
| Reserve for Economic Uncertainties (9789)                                | \$ 1,081,991                             | \$ 1,099,854                              | \$ 1,117,775                               |
| Unappropriated/Unappropriated Amounts (9790)                             | \$ (1)                                   | \$ 0                                      | \$ 0                                       |

**WARNING: 9790 Unappropriated Amounts must be positive**

# Monterey County Office of Education

## Pacific Grove Unified School District

### J. CALCULATING THE AVAILABLE RESERVE AMOUNT

#### 1. State Reserve Standard

|    |   | FY 2019-20    | FY 2020-21    | FY 2021-22    |
|----|---|---------------|---------------|---------------|
| a. | Total Expenditures, Transfers Out, and Uses<br>(Including Cost of Proposed Agreement)   | \$ 36,066,357 | \$ 36,661,802 | \$ 37,259,156 |
| b. | State Standard Minimum Reserve Percentage for<br>this District Enter percentage:  | 3.00%         | 3.00%         | 3.00%         |
| c. | State Standard Minimum Reserve Amount for this<br>District (For districts with less than 1,001 ADA,<br>this is the greater of Line a, times Line b. or<br>\$67,000) | \$ 1,081,991  | \$ 1,099,854  | \$ 1,117,775  |

#### 2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

|    |   |              |              |              |
|----|---|--------------|--------------|--------------|
| a. | General Fund Budgeted Unrestricted<br>Designated for Economic Uncertainties (9789)      | \$ 1,081,991 | \$ 1,099,854 | \$ 1,117,775 |
| b. | General Fund Budgeted Unrestricted<br>Unappropriated Amount (9790)                      | \$ (1)       | \$ 0         | \$ 0         |
| c. | Special Reserve Fund (Fund 17) Budgeted<br>Designated for Economic Uncertainties (9789) | \$ -         | \$ -         | \$ -         |
| d. | Special Reserve Fund (Fund 17) Budgeted<br>Unappropriated Amount (9790)                 | \$ -         | \$ -         | \$ -         |
| e. | Total Available Reserves  | \$ 1,081,991 | \$ 1,099,854 | \$ 1,117,775 |
| f. | Reserve for Economic Uncertainties Percentage   | 3.00%        | 3.00%        | 3.00%        |

#### 3. Do unrestricted reserves meet the state minimum reserve amount?

|            |     |                                     |    |                          |
|------------|-----|-------------------------------------|----|--------------------------|
| FY 2019-20 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| FY 2020-21 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| FY 2021-22 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

#### 4. If no, how do you plan to restore your reserves?



**Monterey County Office of Education**

## Pacific Grove Unified School District

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

6. Please include any additional comments and explanations of Page 4 as necessary:

**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT**

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Pacific Grove Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2019 to June 30, 2020.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
Expenditures/Other Financing Uses  
Ending Balance(s) Increase (Decrease)

|    | <b>Budget Adjustment<br/>Increase/(Decrease)</b> |
|----|--|
| \$ | -  |
| \$ | 576,355  |
| \$ | (576,355)  |

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
Expenditures/Other Financing Uses  
Ending Balance(s) Increase (Decrease)

|    | <b>Budget Adjustment<br/>Increase/(Decrease)</b> |
|----|--|
| \$ | -  |
| \$ | -  |
| \$ | -  |

**Budget Revisions**

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

**Certifications**

I hereby certify  I am unable to certify



District Superintendent  
(Signature)

6/8/2020

Date

I hereby certify  I am unable to certify



Chief Business Official  
(Signature)

6/8/2020

Date



**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Song Chin-Bendib**  
**Contact Person**

\_\_\_\_\_  
**(831)646-6509**  
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on: June 18, 2020 , took action to approve the proposed Agreement with the California School Employees Association (CSEA) Bargaining Unit.

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

- Consent  
 Information/Discussion  
 Action/Discussion

**SUBJECT:** Approval of Measure A Education Technology Expenditures

**DATE:** December 17, 2020

**PERSON(S) RESPONSIBLE:** Matthew Binder, Director of Educational Technology;  
Jonathan Mejia, Technology Systems Coordinator

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the current Measure A - Education Technology Bond expenditures.

**BACKGROUND:**

On November 4, 2014, the voters with the Pacific Grove Unified School District approved an \$18 million General Obligation Bond to be used for Education Technology. Each property may be charged a maximum of \$17.96 per \$100,000 of assessed valuation over 18 years. Measure A was approved by voters with 59.79% of the vote.

The bond measure was intended to pay technology improvements including:

- Increasing student access to computer technology for both face-to-face/classroom-based instruction and to support remote/distance learning
- Upgrading instructional hardware and educational software/digital curriculum
- Supporting the implementation of a multiyear, district-wide educational technology plan
- Improving classroom and campus security systems and safety
- Implementing data and content management systems to facilitate improved student achievement and district operations

The bond funds are released in six separate series, approximately \$2 million every three years, over a period of 18 years. The first issuance, Series A, was released in the 2014-15 fiscal year. The district is currently working under the third series of funds - Series C. As the assessed valuations of the properties within the district's attendance boundary increase or decrease, the maximum allowable funding for each series also increases or decreases.

**INFORMATION:**

Please see the attached spreadsheet – current list of Measure A expenditures and categorical/site distributions. Prices are estimated and may vary slightly due to variations in tax and shipping costs.

**FISCAL IMPACT:**

\$295,764 of technology hardware, software, and/or services to be purchased using Fund 21 (Ed Tech Bond) from the Series C issuance.

| <b>Measure A: Jan/Feb 2021</b> |                 |   |  |                  |                |                             |                                 |
|--------------------------------|-----------------|---|--|------------------|----------------|-----------------------------|---------------------------------|
| <b>Line #</b>                  | <b>Category</b> | <b>Item</b>   | <b>Tech Type</b>                                   | <b>Request</b>   | <b>Site(s)</b> | <b>Tech Plan Connection</b> | <b>Est. Cost Incl. Tax; S/H</b> |
| 1                              | SDS             | Catapult K12 Website and Mass Messaging Service       | <b>Data, Content Management Software</b>           | Jan/Feb 2021     | District (all) | <b>4m</b>                   | \$10,398.00                     |
| 2                              | SDS             | Synergy SIS and Assessment                            | <b>Data Management Software</b>                    | Jan/Feb 2021     | District (all) | <b>1f</b>                   | \$30,000.00                     |
| 3                              | SDI             | Cisco Meraki Network Upgrade Payment                  | <b>Network Infrastructure Hardware</b>             | Jan/Feb 2021     | District (all) | <b>4a, 4m</b>               | \$100,000.00                    |
| 4                              | HST             | Dell Chromebook Fleet Replacement                     | <b>Chromebooks</b>                                 | Jan/Feb 2021     | District (all) | <b>4c, 4e, 4l</b>           | \$62,000.00                     |
| 5                              | SDS             | Etrition Harris Solution                              | <b>Data Management Software</b>                    | Jan/Feb 2021     | District (all) | <b>4i</b>                   | \$12,000.00                     |
| 6                              | SO              | CAMSA Soft Choice Microsoft (Yearly expense)          | <b>Business Software</b>                           | Jan/Feb 2021     | District (all) | <b>4m, 4i</b>               | \$17,644.46                     |
| 7                              | SO              | Jamf School IOS Management (Yearly expense)           | <b>Data, Content Management Software</b>           | Jan/Feb 2021     | District (all) | <b>4m</b>                   | \$4,680.00                      |
| 8                              | SO              | Adobe District wide License (Yearly expense)          | <b>Business Software</b>                           | Jan/Feb 2021     | District (all) | <b>1b, 1d, 4i</b>           | \$2,500.00                      |
| 9                              | HT              | Dell Laptop Replacement Plan                          | <b>Laptops</b>                                     | Jan/Feb 2021     | District (all) | <b>4e</b>                   | \$15,000.00                     |
| 10                             | SDS             | Parchment Transcripts Distribution Software           | <b>Data Management Software</b>                    | Jan/Feb 2021     | PGHS           | <b>4i</b>                   | \$1,000.00                      |
| 11                             | SDS             | Google Enterprise for Education (Yearly expense)      | <b>Business, Data, Content Management Software</b> | Jan/Feb 2021     | District (all) | <b>1c, 1d, 1e, 1f, 4m</b>   | \$8,000.00                      |
| 12                             | SDI             | MCOE - 2GB Internet Service Provider (Yearly expense) | <b>Tech Infrastructure Services/Maintenance</b>    | Jan/Feb 2021     | District (all) | <b>4m</b>                   | \$27,000.00                     |
| 13                             | SO              | Windows Remote Desktop Server CALs for Thin Clients   | <b>Business Software</b>                           | Jan/Feb 2021     | PGHS           | <b>4m</b>                   | \$160.80                        |
| 14                             | HT              | SSD for SPED Staff laptop                             | <b>Hardware component</b>                          | Jan/Feb 2021     | Adult Ed       | <b>4e</b>                   | \$58.98                         |
| 15                             | SDI             | 3 Meraki Switches (2HS, 1CHS)                         | <b>Network Infrastructure Hardware</b>             | Jan/Feb 2021     | PGHS           | <b>4a, 4m</b>               | \$5,322                         |
|                                |                 |   |  |                  |                | <b>Total</b>                | <b>\$295,764.24</b>             |
|                                |                 | <b>Distribution by Category</b>                       |  |                  |                | <b>Distribution by Site</b> |                                 |
|                                |                 |   |  |                  |                | <b>District (all)</b>       | \$289,222                       |
|                                |                 | <b>Hardware - Student (HST)</b>                       |  | \$62,000         |                | <b>PGHS</b>                 | \$6,483                         |
|                                |                 | <b>Hardware - Teacher (HT)</b>                        |  | \$15,059         |                | <b>Adult Ed</b>             | \$59                            |
|                                |                 | <b>Site/District Infrastructure (SDI)</b>             |  | \$132,322        |                | <b>Total</b>                | <b>\$295,764</b>                |
|                                |                 | <b>Software - Data Systems (SDS)</b>                  |  | \$61,398         |                |                             |                                 |
|                                |                 | <b>Software - Other (SO)</b>                          |  | \$24,985         |                |                             |                                 |
|                                |                 | <b>Total</b>  |  | <b>\$295,764</b> |                |                             |                                 |

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

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

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

|                      |  |         |
|----------------------|--|---------|
| Thursday<br>Jan. 7   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Report on Governor's Budget Proposal</li> <li>✓ Preliminary Enrollment Projection for 2021-22</li> <li>✓ Property Tax Update</li> <li>✓ PGHS Course Bulletin Action/Discussion</li> </ul>   | VIRTUAL |
| Thursday<br>Jan. 21  | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ School Accountability Report Cards</li> <li>✓ Employee Recognition</li> <li>✓ Acceptance of the 2019-20 Audit Report</li> </ul>   | VIRTUAL |
| Thursday<br>Jan. 28  | <b>Special Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Board Goals – Review/Revise</li> <li>✓ Strategic Plan – Review/Revised</li> <li>✓ Superintendent's Goals</li> </ul>   | VIRTUAL |
| Thursday<br>Feb. 4   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Budget Development Calendar</li> <li>✓ Possible Personnel Action Presented as Information</li> <li>✓ Preliminary Review of Site Master Schedules</li> <li>✓ Possible Personnel Action (RIF)</li> <li>✓ Quarterly Facilities Project Updates*</li> </ul> | VIRTUAL |
| Thursday<br>Mar. 4   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Second Interim Report</li> <li>✓ Budget Revision #3</li> <li>✓ Open House Schedules Reviewed</li> <li>✓ TRAN Resolution</li> </ul>  | VIRTUAL |
| Thursday<br>Mar. 18  | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Budget Projections and Assumptions</li> <li>✓ Williams/Valenzuela Uniform Complaint Report</li> </ul>   | VIRTUAL |
| Thursday<br>Apr. 1   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Review of Strategic Plan and LCAP (as needed)</li> <li>✓ Approve 2021-22 Aug.- Dec. Board Meeting Calendar</li> <li>✓ Quarterly District Safety Update</li> </ul>   | VIRTUAL |
| Thursday<br>April 22 | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Review of Site Master Schedules</li> <li>✓ Review of Strategic Plan and LCAP (as needed)</li> <li>✓ California Day of the Teacher</li> <li>✓ Week of the CSEA Employee</li> <li>✓ Begin Superintendent Evaluation</li> </ul>                            | VIRTUAL |
| Thursday<br>May 6    | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Continue Superintendent Evaluation</li> </ul>   | VIRTUAL |
| Thursday<br>May 20   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ Complete Superintendent's Evaluation</li> <li>✓ Review Governor's Revised Budget</li> <li>✓ Suspensions/Expulsions Annual Report</li> </ul>   | VIRTUAL |
| Thursday<br>June 3   | <b>Regular Board Meeting</b><br><ul style="list-style-type: none"> <li>✓ 2021-22 Budget Public Hearing</li> <li>✓ Retiree Recognition</li> <li>✓ LCAP Public Hearing</li> </ul>  | VIRTUAL |



|                     |  |         |
|---------------------|--|---------|
| Thursday<br>June 17 | <p><b>Regular Board Meeting</b></p> <ul style="list-style-type: none"> <li>✓ Approval of Contracts and Purchase Orders for 2021-22</li> <li>✓ Review of Legal Services Costs</li> <li>✓ Solicitation of Funds Report</li> <li>✓ Consolidated Application</li> <li>✓ Approval of LCAP</li> <li>✓ 2021-22 Budget Adoption</li> </ul> | VIRTUAL |
|---------------------|--|---------|

*\*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:** December 17, 2020

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

---

**INFORMATION:**

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

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Pacific Grove High School Course Catalog for the 2021-22 School Year

**DATE:** December 17, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review the Course Catalog for Pacific Grove High School for the 2021-22 school year.

**BACKGROUND:**

Each year, the Certificated Staff at Pacific Grove High School reviews the course descriptions, pre-requisites, and course offerings prior to student registration held in January. Courses are revised according to State standards and/or changing curriculum needs. In addition, courses that have had traditionally low turnout may be eliminated and replaced with courses that are deemed to be of more interest. The course catalog is designed with the assumption that some courses will not end up being offered due to a lack of student interest or conflicts. At registration, student signups will be used as criteria in deciding the final course offerings.

**INFORMATION:**

The course catalog has been updated in the following areas:

- Change of name from course bulletin to the course catalog
- Formatting and organization
- Consistent language throughout
- Created hyperlinks embedded in the document
- Created hyperlinks to UC, CSU and MPC in the document
- Removal of artificial barriers under the prerequisites
- Updated course descriptions throughout the catalog

**FISCAL IMPACT:**

Assuming that there is no significant increase in students for the 2021-22 school year, we anticipate no negative fiscal impact.

There is a possibility given the additional funding gained through dual-enrollment courses, that there could be a potential increase in income if additional courses of this nature are added. Additionally, the potential use of Career Technical Education Incentive Grant to fund additional sections gives the possibility of added course offerings without the commensurate costs.

# PACIFIC GROVE HIGH SCHOOL



# COURSE CATALOG 2021-2022

To view a copy of the Course Catalog online:  
[pghigh.pgusd.org/counseling](http://pghigh.pgusd.org/counseling)

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# COURSE SELECTION

The PGHS Course Catalog will help you select courses that are the best fit for you and your future goals. As you make your choices for the upcoming school year, please consider the following suggestions:

- **Use the graduation requirements** to confirm which courses you have completed and determine what courses you still need to complete to earn a Pacific Grove High School diploma.
- **Select courses that are interesting to you and support your future goals.** You are a unique individual and student, and your schedule should reflect that.
- **Consider college entrance requirements** in making your choices. Even if you are undecided about college now, enroll in classes that challenge you and keep your future options open by planning a schedule that is UC A-G eligible.
- **Please refer to the UC A-G Course List** as verification that the PGHS course designation meets your postsecondary goals here: [Pacific Grove High School A-G Course List](#)
- **Involve your parents/guardians** in your decision-making process.
- **Discuss your academic plans with your grade level counselor.**
- **Consult with your current teachers** about their recommendations for your classes next year.

| PGHS and UC A-G Requirements Comparison |   |   |
|---|---|---|
|   | PGHS Requirement                          | Minimum A-G Requirement   |
| History/Social Science                  | 4 year-long courses                       | A. 2 years required   |
| English                                 | 4 year-long courses                       | B. 4 years required   |
| Mathematics                             | 2 year-long courses                       | C. <b>3 years required (through IM3)</b><br><input checked="" type="checkbox"/> 4 years recommended |
| Science                                 | 2 year-long courses                       | D. <b>2 years required</b><br><input checked="" type="checkbox"/> 3 years recommended               |
| Language Other than English (LOTE)      | 1 year-long course in LOTE <b>OR</b> VAPA | E. <b>2 years required</b><br><input checked="" type="checkbox"/> 3 years recommended               |
| Visual and Performing Arts (VAPA)       | 1-year long course in VAPA <b>OR</b> LOTE | F. 1 year required  |
| Electives                               | 8 year-long courses                       | G. 1 year additional A-G course required  |
| Physical Education                      | 2 year-long courses                       |   |
| Minimum grade for credit                | “D-” Grade                                | “C-” Grade  |
| Credits required                        | 230 credits required for graduation       | A minimum of 15 year-long college preparatory a-g approved courses                                  |
| Community Service                       | 48 hours                                  |   |

# ENTRANCE REQUIREMENTS FOR COLLEGE

## UNIVERSITY OF CALIFORNIA

For graduating seniors, the University of California offers postsecondary education at nine undergraduate campuses. Admission to the UC system is based on a minimum 3.0 GPA and a 14 point evaluation process called the Comprehensive Review. This review process considers student involvement and leadership, extracurricular activities, quality of the senior year, the inclusion of and performance in A-G courses beyond the required minimum, and responses to four Personal Insight Questions. For more information regarding UC admissions, please visit:

### [Freshman requirements | UC Admissions](#)

UC Berkeley

UC Davis

UC Irvine

UC Los Angeles

UC Merced

UC Riverside

UC San Diego

UC Santa Barbara

UC Santa Cruz

## CALIFORNIA STATE UNIVERSITY

The California State University system has 23 campuses offering a wide range of majors to prepare students for careers post-graduation. Admission to the CSUs is determined using a formula called the Eligibility Index, which is calculated using student GPA in their A-G coursework and SAT/ACT scores. The minimum GPA for acceptance is 2.0. For more information regarding CSU admissions, please visit:

### [Cal State Apply | CSU Admissions](#)

CSU Bakersfield

CSU Channel Islands

Chico State

CSU Dominguez Hills

Cal State East Bay

Fresno State

Cal State Fullerton

Humboldt State

Cal State Long Beach

Cal State LA

Cal Maritime

CSU Monterey Bay

CSU Northridge

Cal Poly Pomona

Sacramento State

Cal State San Bernardino

San Diego State

San Francisco State

San Jose State

Cal Poly San Luis Obispo

CSU San Marcos

Sonoma State

Stanislaus State

## PRIVATE COLLEGES/OUT OF STATE PUBLIC SCHOOLS/UNIVERSITIES ABROAD

As of 2020, there were over 5,000 colleges and universities in the United States. While most private colleges and out of state public schools expect students to satisfy a similar course of study as the University of California A-G requirements, students must confirm the individual admissions requirements for schools they plan to apply to outside of the UC/CSU system.

## MONTEREY PENINSULA COLLEGE (MPC)

MPC offers over 100 degree and certificate programs to prepare students for transfer to four-year institutions and provide career and technical training. MPC offers a Transfer Admissions Guarantee (TAG) to six of the UC campuses and the [A Degree With a Guarantee](#) program to assist students with simplified transfers to the CSU campuses. For more information regarding MPC admissions, please visit:

### [MPC Admissions](#)

# UC/CSU APPROVED A-G COURSES

## PACIFIC GROVE HIGH SCHOOL A-G COURSE LIST

### Area A: History/Social Science

World Geography  
 World History  
 U.S. History  
 Government  
 AP Human Geography ★  
 AP World History ★  
 AP U.S. History ★  
 AP Government ★

### Area B: English

English 1  
 English 2  
 English 3  
 English 4  
 Honors English 1  
 Honors English 2  
 Honors English 3 ★  
 Expository Reading & Writing (ERWC)  
 AP English Language and Composition ★  
 AP English Literature & Composition ★

### Area C: Mathematics

Integrated Math 1  
 Integrated Math 2  
 Honors Integrated Math 2  
 Integrated Math 3  
 Honors Integrated Math 3/Trigonometry  
 Pre-Calculus  
 Probability and Statistics  
 AP Calculus AB ★  
 AP Calculus BC ★  
 AP Computer Science A ★  
 AP Statistics ★

### Area D: Science

Biology  
 Physics  
 Chemistry  
 Honors Chemistry  
 Anatomy/Physiology  
 AP Environmental Science ★  
 AP Physics C: Mechanics ★

### Area E: Language Other than English

Spanish 1  
 Spanish 2  
 Spanish 3  
 Spanish 4  
 AP Spanish Language & Culture ★  
 French 1  
 French 2  
 French 3  
 French 4  
 AP French Language & Culture ★

### Area F: Visual & Performing Arts

2D Design  
 Advanced 2D Design  
 Drawing & Painting  
 Advanced Drawing & Painting  
 3D Design  
 Advanced 3D Design  
 Photography 1  
 Drama  
 Advanced Drama  
 Marching/Concert Band  
 String Orchestra  
 Guitar  
 Culinary Arts 1  
 Culinary Arts 4  
 Culinary Arts 1B: Fundamentals of Baking  
 AP 2-D Art and Design: 2D, 3D, or Drawing ★  
 AP 2-D Art and Design: Photography ★

### Area G: Elective

Leadership  
 Introduction to Computer Science  
 Psychology  
 AP Psychology ★  
 Healthcare Occupations  
 Therapeutic Services  
 Economics  
 AVID 12

★UC A-G Honors Course with a weighted GP



## COURSE SELECTION

Students will submit course requests for the following school year each January. Students are encouraged to thoughtfully consider the balance of their course requests to include the number of AP/Honors courses requested, demands of extracurricular activities, and time for family and social activities. The PGHS Master Schedule will be created based on student course requests. Therefore, students who request changes later in the Spring term may not get their preferred schedule.

## COURSE LOAD

Freshmen and sophomores students are required to enroll in a minimum of six classes each semester. Freshman must include the following core courses in their schedules: English, History, Science, Math, and P.E. Sophomore students must enroll in the following core courses: English, History, Science, and Math. Only freshmen and sophomores who are enrolled in seven classes will be scheduled in an optional first period class. Freshmen and sophomores students will not be scheduled for an early release. All freshmen and sophomore students who are enrolled in six classes will begin their regularly scheduled day with Period 2.

Juniors are required to take at least six classes per semester. Juniors concurrently enrolled in an MPC course may take five PGHS classes with counselor approval and confirmation of community college class registration.

Seniors are required to take at least five classes per semester. Seniors concurrently enrolled in an MPC course may take four PGHS classes with counselor approval and confirmation of community college class registration.

Both juniors and seniors are permitted to request either an Open 6<sup>th</sup> **OR** Open 7<sup>th</sup> period *if* scheduling allows. **An unscheduled period is not guaranteed.**

## CHANGING, ADDING, OR DROPPING CLASSES:

When students receive their final schedules in August, limited schedule changes can be made. Class schedule changes will be made for the following reasons only:

- A class is needed for graduation
- An assigned class has already been completed
- The student does not have a complete schedule
- To balance class size

Unacceptable reasons for a class change:

- Requesting a different period
- Requesting to be in a class with a friend
- Requesting a different teacher

## **DROPPED CLASS(ES):**

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 due to extenuating circumstances (**Board Policy #5121**). Please refer to the PGHS Calendar for end of quarter dates. Students must consult with their Counselor regarding a drop and obtain a parent signature on the PGHS Drop Form. Additionally, students may withdraw from a year-long class at the semester with parent approval.

## **ONLINE COURSES**

If a student chooses to supplement their PGHS coursework with an additional online high school class, it is the responsibility of the student to confirm that the online school is accredited and the coursework is UC A-G eligible. Students are required to arrange proctoring of online exams with the educational institution providing the course.

## **SUMMER SCHOOL CREDITS/CREDIT RECOVERY**

PGHS Summer School uses the Edmentum online program as its accredited curriculum for credit recovery.

- Edmentum courses may be used for Credit Recovery only. Edmentum courses may not be used to take a class for original credit unless specifically authorized by a Counselor in an exceptional circumstance.
- Edmentum grades will be reflected on the PGHS transcript. Students with a failing grade who repeat a course through Edmentum and earn a grade of D- or higher may use their new Edmentum grade to become eligible for sports and/or extra-curricular activities.
- A student may take no more than 20 credits (4 semesters) of Edmentum coursework to meet PGHS graduation requirements unless otherwise approved by the Counselor in an exceptional circumstance.

## **COLLEGE CLASSES FOR HIGH SCHOOL CREDIT**

Students who choose to take college classes during high school may do so under the following guidelines:

- Students can enroll in MPC courses at PGHS that have been approved by the College & Career Access Pathway (CCAP) agreement with MPC. These courses provide the opportunity for high school students to earn college credit while attending MPC courses on the PGHS campus. There are no tuition or course fees for our CCAP approved courses.
- Students may also take MPC Dual Enrollment classes on the MPC campuses or at MPC online. There are no tuition fees for these courses. Students interested in taking an MPC course during the summer or after school should apply online to MPC and complete the Dual Enrollment for Students in Grades 6-12 Form. Please visit the MPC Dual Enrollment page for more information: [Dual Enrollment for Grades 6-12 \(Concurrent Enrollment\)](#)
- All three-credit classes at the college level will be worth ten high school credits.
- All Dual Enrollment courses are college courses and recorded on the student's permanent college transcript.
- Students must request that MPC send official transcripts to the high school in order for the MPC courses to be added to their high school transcripts.
- Courses completed at MPC that are comparable to Honors or AP courses currently offered at PGHS during the same semester will be weighted accordingly on the PGHS transcript.

# INTERSCHOLASTIC SPORTS/ACTIVITIES

We encourage all PGHS students to participate in interscholastic sports and/or extracurricular activities during high school. Students must meet the district and California Interscholastic Federation (CIF) participation eligibility requirements to participate in competition. For an updated list of student clubs, please visit our PGHS website at:

[Pacific Grove High School - Clubs](#)

## FALL SPORTS

Cross Country  
Football  
Girls Golf  
Girls Tennis  
Girls Volleyball  
Water Polo

## WINTER SPORTS

Basketball  
Soccer  
Wrestling

## SPRING SPORTS

Baseball  
Boys Golf  
Boys Tennis  
Lacrosse  
Softball  
Swimming/Diving  
Track and Field

## EXTRA-CURRICULAR ACTIVITIES

Students can earn up to 10 elective credits towards high school graduation participating in CIF interscholastic sports and/or extracurricular activities. Students will receive 2.5 credits and a grade of P per season or activity for each of the following extracurricular activities. Once a student reaches the maximum 10 credits for extracurricular activities, the activity will continue to be listed on the transcript with a grade of P without additional credits.

ASB/Student Government  
Cheerleading  
Chorus

Dance Team  
Mock Trial  
Musical

Play Production  
Robotics  
Teacher's Assistant (TA)

## NCAA APPROVED COURSE LIST

World Geography  
World History  
U.S. History  
Economics  
Government  
AP Human Geography  
AP World History  
AP U.S. History  
AP Government  
English 1  
English 2  
English 3  
English 4  
Honors English 1  
Honors English 2  
Honors English 3  
ERWC

AP English Language  
AP English Literature  
Integrated Math 1  
Integrated Math 2  
Honors Integrated Math 2 (pending)  
Integrated Math 3  
Honors Integrated Math 3  
PreCalculus (pending)  
Probability and Statistics  
AP Statistics  
AP Calculus AB  
AP Calculus BC (pending)  
AP Computer Science A (pending)  
Biology  
Earth & Space Systems  
Physics  
Chemistry

Honors Chemistry  
Anatomy/Physiology  
AP Environmental Science  
AP Physics C: Mechanics  
Spanish 1  
Spanish 2  
Spanish 3  
Spanish 4  
AP Spanish  
French 1  
French 2  
French 3  
French 4  
AP French

# HISTORY/SOCIAL SCIENCE

## UC/CSU APPROVED COURSES

### A REQUIREMENT

- Four year-long courses in World Geography, World History, U.S. History, and Government/Economics are required for PGHS graduation.
- To apply to the UC or CSU campuses, two years of college-preparatory history/social science are required, including: one year of world history, cultures or historical geography, and one year of U.S. history; or one-half year of U.S. history and one-half year of civics or American government.

|          |                      |                         |
|----------|----------------------|-------------------------|
| Grade 9  | World Geography      | AP Human Geography      |
| Grade 10 | World History        | AP World History        |
| Grade 11 | U.S. History         | AP U.S. History         |
| Grade 12 | Government/Economics | AP Government/Economics |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>WORLD GEOGRAPHY</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area A   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 9   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | This course will develop the basic themes of physical, cultural and political geography with an emphasis on domestic and international current events. World geographic and historical issues, world cultures, and place identification will also be emphasized. Study skills such as time management, organization, note taking, and research skills will be a focus of this course. |

|                      |  |
|----------------------|--|
| <b>COURSE</b>        | <b><u>AP HUMAN GEOGRAPHY</u></b>   |
| <b>FULFILLS</b>      | UC/CSU Subject Area A ★  |
| <b>PREREQUISITE:</b> | Grade of C- or higher in previous History and English classes<br>Recommended: Grade of B or higher in previous History and English classes   |
| <b>GRADE LEVEL</b>   | 9<br>This course is also open to 10 <sup>th</sup> –12 <sup>th</sup> grade students to need fulfill the World Geography graduation requirement.   |
| <b>LENGTH</b>        | 1 year   |
| <b>CREDIT</b>        | 5 credits per semester   |
| <b>DESCRIPTION</b>   | This course is a college-level freshman class where students are introduced to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of the Earth's surface. The content of an AP Human Geography course helps students develop critical thinking skills through the understanding, application, and analysis of the fundamental concepts of geography. Students will meet the five college-level goals as determined by the National Geographic Standards using college level materials. This rigorous course requires a high level of reading, writing, and analysis skills. Study skills such as time management, organization, note taking, and research skills will be an early focus of this course. Students will prepare for the AP Human Geography examination. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. |

|              |   |
|--------------|---|
| COURSE       | <b><u>WORLD HISTORY</u></b>   |
| FULFILLS     | UC/CSU Subject Area A   |
| PREREQUISITE | None  |
| GRADE LEVEL  | 10  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | This survey course meets the 10 <sup>th</sup> Grade World History requirement. It will include a selective study of the major political and social developments, and of individuals who played significant roles, in the time period from the mid-1700s up to the present. Units of study include a brief review covering 6 <sup>th</sup> and 7 <sup>th</sup> Grade World History, the Enlightenment, the Age of Revolutions, the Industrial Revolution, Nationalism & Imperialism, the First World War and Russian Revolution, Totalitarianism & World War II, and the Postwar World.  |
|              |   |
| COURSE       | <b><u>AP WORLD HISTORY</u></b>  |
| FULFILLS     | UC/CSU Subject Area A ★   |
| PREREQUISITE | Grade of C- or higher in previous History and English classes<br>Recommended: Grade of A in World Geography or B- or higher in AP Human Geography<br>AND a Grade of A in English 1 or a B- or higher in Honors English 1  |
| GRADE LEVEL  | 10  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | Advanced Placement World History is a college-level course covering the modern period from about 1200 to the present. AP World History is fast-paced, challenging, and requires a very high level of reading and writing skill. Students in AP World History should expect heavy college-level reading assignments and should be prepared to develop and demonstrate in writing analytical skills such as comparison and contrast, change over time, and understanding of primary source documents. Students will prepare for the AP World History examination. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.  |
|              |   |
| COURSE       | <b><u>UNITED STATES HISTORY</u></b>   |
| FULFILLS     | UC/CSU Subject Area A   |
| PREREQUISITE | None  |
| GRADE LEVEL  | 11  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | This course will examine major turning points in American history in the twentieth century. Understanding that certain themes prevail in modern American history including: the expanding role of the federal government and federal courts; the continuing tension between the individual and the state and between minority rights and majority power; the emergence of a modern corporate economy; the movements toward equal rights for racial minorities and women; and the role of the United States as a major world power. Students will learn to assess historical materials and current events- their relevance to a given problem, their reliability and their importance-and to weigh the evidence and interpretations presented in historical scholarship. This class will have a consistent reading schedule and pace that will cover 20 <sup>th</sup> /21 <sup>st</sup> century United States History. |



# ENGLISH

## UC/CSU APPROVED COURSES

### **B** REQUIREMENT

- Four year-long English courses are required for PGHS graduation.
- To apply to the UC or CSU campuses, four years of college-preparatory English composition and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences.

|          |                                   |                       |
|----------|-----------------------------------|-----------------------|
| Grade 9  | English 1                         | Honors English 1      |
| Grade 10 | English 2                         | Honors English 2      |
| Grade 11 | English 3                         | Honors English 3      |
| Grade 11 |                                   | AP English Language   |
| Grade 12 | English 4                         |                       |
| Grade 12 | ERWC Expository Reading & Writing | AP English Literature |

**COURSE**                    **ENGLISH 1**  
**FULFILLS**                UC/CSU Subject Area B  
**PREREQUISITE**        None  
**GRADE LEVEL**        9  
**LENGTH**                1 year  
**CREDIT**                5 credits per semester  
**DESCRIPTION**        English 1 is designed to prepare 9th grade students for admittance to and academic success in a four-year college or university. As such, this course focuses on critical thinking in the areas of reading, writing, and literature, as well as oral academic language and collaborative group work. Students will also learn the proper use of English grammar and diction. Written assignments in the form of literary analysis will be given both inside and outside of class. This class will also cover basic grammar and increase student’s fluency with vocabulary.

**COURSE**                    **HONORS ENGLISH 1**  
**FULFILLS**                UC/CSU Subject Area B  
**PREREQUISITE**        Grade of C- or higher in previous English Class  
                                   Recommended: Grade of B- or higher in previous English class  
                                   Advanced scores on the 8th grade writing placement essay  
**GRADE LEVEL**        9  
**LENGTH**                1 year  
**CREDIT**                5 credits per semester  
**DESCRIPTION**        Honors English 1 is designed to meet the needs of ninth grade students planning to take other advanced classes at PGHS and to prepare students for university level work. This demanding and challenging class places emphasis on analytical reading, expository writing, critical thinking, cooperative learning, and in depth interpretation of the four genres of literature: the novel, the play, poetry and short story. Honors English 1 moves at a rapid pace and expects students to work independently to be prepared for class discussions. This course stresses the in-depth development of critical writing and thinking skills, along with the application of grammar and vocabulary skills to their writing.

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>ENGLISH 2</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area B  |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 10   |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | English 2 students will develop skills in understanding literature by reading a variety of novels, both classic and contemporary, developing their ability to analyze literature and make connections to current issues. They will also read nonfiction articles/editorials and speeches from a variety of sources in order to develop their critical reading skills. along with rhetorical analysis writing. These skills will serve as the foundation for learning how to build arguments and to write argumentatively. Written assignments in the form of literary analysis will be given both inside and outside of class. Students in this class will also cover basic grammar and will increase student's fluency with vocabulary. |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>HONORS ENGLISH 2</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area B   |
| <b>PREREQUISITE</b> | Grade of C- or higher in previous English class<br>Recommended: Grade of B- or higher in Honors English 1 or grade of A- in English 1   |
| <b>GRADE LEVEL</b>  | 10  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Honors English 2 is a rigorous course designed for advanced, college-bound students. Students will read a variety of complex and challenging nonfiction and literary fiction, developing their ability to analyze a variety of texts and make connections to current issues, along with connections to historical events they are learning in world history class. This course stresses the in-depth development of critical writing and thinking skills, along with the application of grammar and vocabulary skills to their writing. |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>ENGLISH 3</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area B   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 11  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | English 3 students will develop skills in understanding literature by reading a variety of novels, both classic and contemporary. They will also read non-fiction articles from contemporary news sources, and use these to develop their critical reading skills and argument writing surrounding current issues. Students should expect, approximately, to read one or two novels and write two essays per quarter. The class will also cover basic grammar and increase students' fluency with vocabulary. |

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>HONORS ENGLISH 3</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area B ★  |
| <b>GRADE LEVEL</b>  | 11   |
| <b>LENGTH</b>       | 1 year   |
| <b>PREREQUISITE</b> | Grade of C- or higher in previous English class<br>Recommended: Grade of B- or higher in Honors English 2 or grade of A- in English  |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Honors English 3 is a rigorous course designed for advanced college bound students, including those who may desire to take AP Literature in their senior year. Students will read a variety of |



complex and challenging literary fiction, developing their ability to analyze literature and make connections to current issues. They will also read non-fiction ranging from news articles to scientific journal publications, developing critical reading skills and argument writing skills. Students should expect, approximately, to read two novels, write two essays, and write two literary analysis paragraphs per quarter, along with application of grammar and vocabulary skills to their writing.

**COURSE** **AP ENGLISH LANGUAGE**  
**FULFILLS** UC/CSU Subject Area B ★  
**PREREQUISITE** Grade of C- or higher in previous English class  
 Recommended: Grade of B- or higher in Honors English 2, or grade of A- in English 2  
**GRADE LEVEL** 11  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** The AP English Language and Composition course is designed to help students become skilled readers of prose written in a variety of rhetorical contexts and to become skilled writers who compose for a variety of purposes. Writing and reading activities are designed to build students' awareness of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. The writing focus for this course will be argument, synthesis, and rhetorical analysis essays. Support will be given to assist students in improving performance on timed writing tasks. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

**COURSE** **AP ENGLISH LITERATURE**  
**FULFILLS** UC/CSU Subject Area B ★  
**PREREQUISITE** Grade of C- or higher in previous English class  
 Recommended: Grade of B- or higher in Honors English 3 or AP Language  
 Grade of A- or higher in English 3  
**GRADE LEVEL** 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Advanced Placement English Literature is a college level course offered to highly motivated students who show unusual skill in literature and composition. Over the length of the course students will cultivate their understanding of literature through rich classroom discussion and in depth analysis of various literary texts. This heavily writing based course will prepare students for success in university level work. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

**COURSE** **EXPOSITORY READING AND WRITING (ERWC)**  
**FULFILLS** UC/CSU Subject Area B  
**PREREQUISITE** A-G eligible or teacher recommendation  
**GRADE LEVEL** 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Expository Reading and Writing (ERWC) is a rigorous, rhetorically based, full-year college preparatory English course for high school seniors intending to enroll in a four year college. The course's modules, which include a wide variety of nonfiction, college-level texts and some literature, emphasize the in-depth study of analytical and argumentative reading and writing. Mentor-texts are read independently in order to foster rich classroom discussion, and

serve as models for writing that moves beyond the traditional five-paragraph essay. Students will analyze the interplay of rhetorical devices, vocabulary, and grammar in rich, diverse texts, and then use these same elements in their own expository and persuasive writing.

INFORMATION DISCUSSION

**COURSE** **ENGLISH 4**  
**FULFILLS** UC/CSU Subject Area B  
**PREREQUISITE** None  
**GRADE LEVEL** 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This class is designed to prepare 12th grade students for success after high school in both work and college environments. As such, this course focuses on critical thinking in the areas of reading, writing, and literature, as well as oral academic language and collaborative group work. Students can expect to read one full-length novel per semester, as well as many smaller, non-fiction articles. Writing expectations include one argument essay per semester, a creative project per novel, and more “real world” applications like the resume and cover letter in preparation for mock interviews. Students will also learn the proper use of English grammar and diction. Technology will frequently be used to engage students and support learning.

**COURSE** **ENGLISH LANGUAGE DEVELOPMENT (ELD)**  
**FULFILLS** UC/CSU Subject Area B (For no more than 1 year)  
**PREREQUISITE** Non-native speaker of English and overall score of 1-3 on ELPAC (English Language Proficiency Assessments for California)  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** ELD is an instructional program for students who are developing proficiency in English. The four domains of language (speaking, listening, reading, and writing) are taught with a focus on academic uses. Students learn to use English effectively in both social and academic settings. Successful completion: Students will progress through the proficiency levels until they meet criteria for re-designation.

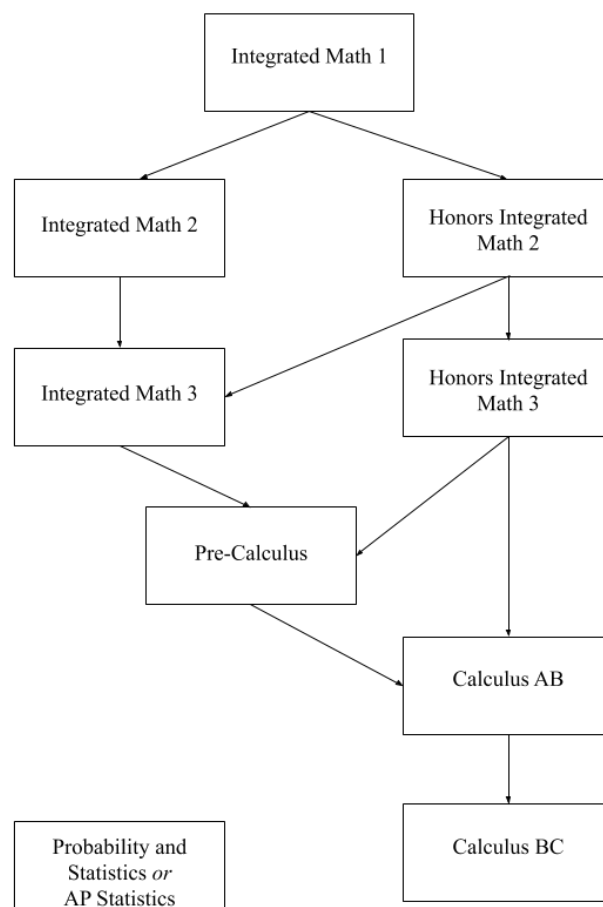
# MATHEMATICS

## UC/CSU APPROVED COURSES

### C REQUIREMENT

- Two years of mathematics, which must include Integrated Math 2 or an equivalent course, are required for PGHS graduation.
- To apply to the UC or CSU campuses, three years of college-preparatory mathematics are required (four years are strongly recommended), including or integrating topics that cover elementary and advanced algebra and two- and three-dimensional geometry.

## MATHEMATICS COURSE OFFERINGS & PATHWAYS



*Note: Students may take Probability and Statistics or AP Statistics any time after completing Integrated Math 3 or Honors Integrated Math 3*

PGHS Math Department Recommendation: Online courses in mathematics at any level are generally discouraged. Because PGHS math courses are integrated, Monterey Peninsula College (MPC) and online courses of traditional Algebra 1 and Geometry are not recognized as equivalent courses of Integrated Math 1 and Integrated Math 2, respectively.

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>INTEGRATED MATH 1</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area C   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 9, 10, 11   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Integrated Math I focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Systems of Equations and Inequalities</li> <li>2. Arithmetic and Geometric Sequences</li> <li>3. Linear and Exponential Functions</li> <li>4. Features of Functions</li> <li>5. Congruency, Constructions, and Proofs</li> <li>6. Connecting Algebra and Geometry</li> <li>7. Modeling Data</li> </ol> |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>INTEGRATED MATH 2</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area C   |
| <b>PREREQUISITE</b> | Grade of D- or higher in Integrated Math 1  |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Quadratics Functions</li> <li>2. Structures of Expressions</li> <li>3. Quadratic Equations</li> <li>4. Absolute Value and Exponential Functions</li> <li>5. Geometric Figures</li> <li>6. Similarity and Right Triangle Trigonometry</li> <li>7. Circles from a Geometric Perspective</li> <li>8. Probability</li> </ol> |

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>HONORS INTEGRATED MATH 2</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area C  |
| <b>PREREQUISITE</b> | Grade of C- or higher in Integrated Math 1<br>Recommended: Grade of A in Integrated Math 1   |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Honors Integrated Math 2 continues the study of geometry and algebra, though at a much faster pace and with more rigor than Integrated Math 2. Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Quadratics Functions</li> <li>2. Structures of Expressions</li> <li>3. Quadratic Equations</li> <li>4. Absolute Value and Exponential Functions</li> <li>5. Geometric Figures</li> <li>6. Similarity and Right Triangle Trigonometry</li> </ol> |

7. Circles from a Geometric Perspective
8. Probability
9. Linear and Quadratic Functions and their Transformations
10. Polynomial Functions

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>INTEGRATED MATH 3</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area C   |
| <b>PREREQUISITE</b> | Grade of D- or higher in Integrated Math 2<br>Recommended: C- or higher in Integrated Math 2  |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Addressing both the Mathematical Practices and Content standards associated with the High School Common Core, Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Functions and their Inverses</li> <li>2. Logarithmic Functions</li> <li>3. Polynomial Functions</li> <li>4. Rational Expressions and Functions</li> <li>5. Modeling with Geometry</li> <li>6. Trigonometric Functions</li> <li>7. Sequences and Series</li> <li>8. Modeling with Functions</li> <li>9. Statistics</li> <li>10. Transformations of Functions</li> </ol> |

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>HONORS INTEGRATED MATH 3/TRIGONOMETRY</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area C  |
| <b>PREREQUISITE</b> | Grade of C- or higher in Honors Integrated Math 2<br>Recommended: Grade of B+ or higher in Honors Integrated Math 2  |
| <b>GRADE LEVEL</b>  | 9, 10, 11  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Honors Integrated Math continues the study of algebra as well as trigonometry and topics addressed in a typical Pre-Calculus class. This course moves at a much faster pace and with more rigor than the Integrated Math 3 course. Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math 3 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Geometric Modeling</li> <li>2. Linear and Quadratic Functions</li> <li>3. Polynomial Functions</li> <li>4. Rational Exponents and Radical Functions</li> <li>5. Exponential and Logarithmic Functions</li> <li>6. Rational Functions</li> <li>7. Sequences and Series</li> <li>8. Trigonometric Ratios and Functions</li> <li>9. Trigonometric Identities and Formulas</li> <li>10. Data Analysis and Statistics</li> <li>11. Probability</li> <li>12. Limits and Continuity</li> </ol> |

|              |   |
|--------------|---|
| COURSE       | <b><u>PRE-CALCULUS</u></b>  |
| FULFILLS     | UC/CSU Subject Area C   |
| PREREQUISITE | Grade of C- or higher in Honors Integrated Math 3/Trigonometry or Integrated Math 3   |
| GRADE LEVEL  | 10, 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | This course covers advanced topics in functions, trigonometry, conic sections, sequences and series, polar coordinate systems, and parametric equations. A scientific calculator is required. A graphing calculator is recommended. The appropriate calculator will be provided upon student request.   |
|              |   |
| COURSE       | <b><u>AP CALCULUS AB</u></b>  |
| FULFILLS     | UC/CSU Subject Area C ★   |
| PREREQUISITE | Grade of C- or higher in Pre-Calculus<br>Recommended: B+ or higher in Honors Integrated Math 3  |
| GRADE LEVEL  | 10, 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. This course is a college level introductory calculus course designed to enable the student to pass the Advanced Placement Calculus AB exam. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. An AP graphing calculator is required. The appropriate calculator will be provided upon student request. Juniors enrolling in this course are encouraged to take a fourth year of mathematics to meet the UC A-G course recommendations. |
|              |   |
| COURSE       | <b><u>AP CALCULUS BC</u></b>  |
| FULFILLS     | UC/CSU Subject Area C ★   |
| PREREQUISITE | Grade of C- or higher in Calculus AB  |
| GRADE LEVEL  | 10, 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits   |
| DESCRIPTION  | This course extends the content learned in Calculus AB to different types of equations (polar, parametric, vector-valued) and new topics (such as Euler's method, integration by parts, partial fraction decomposition, improper integrals, and sequences and series) in the second semester. Our most rigorous course, AP Calculus BC is the equivalent of a second semester of college calculus. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. An AP graphing calculator is required. The appropriate calculator will be provided upon student request.                    |
|              |   |
| COURSE       | <b><u>PROBABILITY AND STATISTICS</u></b>  |
| FULFILLS     | UC/CSU Subject Area C   |
| PREREQUISITE | Grade of C- or higher in Integrated Math 3 or a grade of C- or higher in Honors Integrated Math 3   |
| GRADE LEVEL  | 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | Probability and Statistics introduces students to the major concepts and tools for collecting,  |

analyzing, and drawing conclusions from data. The course exposes students to four broad conceptual themes: (1) graphing and analyzing data, (2) designing a survey or experimental study, (3) finding probabilities through mathematics as well as through simulations, and (4) making appropriate inferences from data.

**COURSE** **AP STATISTICS**  
**FULFILLS** UC/CSU Subject Area C ★  
**PREREQUISITE** Grade of C- or higher in Integrated Math 3 or a grade of C- or higher in Honors Integrated Math 3  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** AP Statistics is the equivalent of a one semester, college-level introductory statistics class. The purpose of the class is to introduce students to the basic ideas and skills for collecting, analyzing and drawing conclusions from data. Students should leave the course not only able to interpret and analyze the many statistics they will encounter on a daily basis, but also evaluate the integrity of their use. The course exposes students to four broad conceptual themes: (1) exploring data –observing patterns and departures from patterns, (2) planning a study – deciding what and how to measure, (3) anticipating patterns – producing probability and simulation, and (4) statistical inference – confirming models. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy.

**COURSE** **AP COMPUTER SCIENCE A**  
**FULFILLS** UC/CSU Subject Area C ★  
**PREREQUISITE** Grade of C- or higher in Integrated Math 2 with concurrent enrollment in Integrated Math 3  
 Recommended: Grade of B or higher in Integrated Math 3  
**GRADE LEVEL** 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** AP Computer Science A is the equivalent of an introductory, one semester, college level programming course. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science A exam in May. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy. ***This course will be offered in alternate years: 2020-2021, 2022-2023, and 2024-2025.***

**COURSE** **MATHEMATICS SUPPORT**  
**PREREQUISITE** Enrollment in Integrated Math 1  
**GRADE LEVEL** 9, 10, 11  
**LENGTH** 1 year  
**CREDIT** 0 credits per semester  
**DESCRIPTION** Mathematics Support is offered to students concurrently enrolled in Integrated Math 1 to provide them with additional help with the Integrated Math 1 course. This course reviews basic mathematical concepts, reinforces material currently covered in their math class, and previews additional material to help students succeed in Integrated Math 1. Based on their schedules, students may add Mathematics Support at any time during the school year.

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| <b>COURSE</b>       | <b><u>MATH TUTORING</u></b>  |
| <b>PREREQUISITE</b> | Enrollment in any PGHS Math course   |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 0 credits per semester   |
| <b>DESCRIPTION</b>  | Math Tutoring offers drop-in support throughout the school year for students who wish additional assistance with their math class. Students can get help with homework, assistance with specific material, and additional help preparing for upcoming tests. Based on the school schedule, Integrated Math 1 students may attend tutoring in order to retake a test or quiz. Times and locations for tutoring will be announced at the beginning of the school year. |



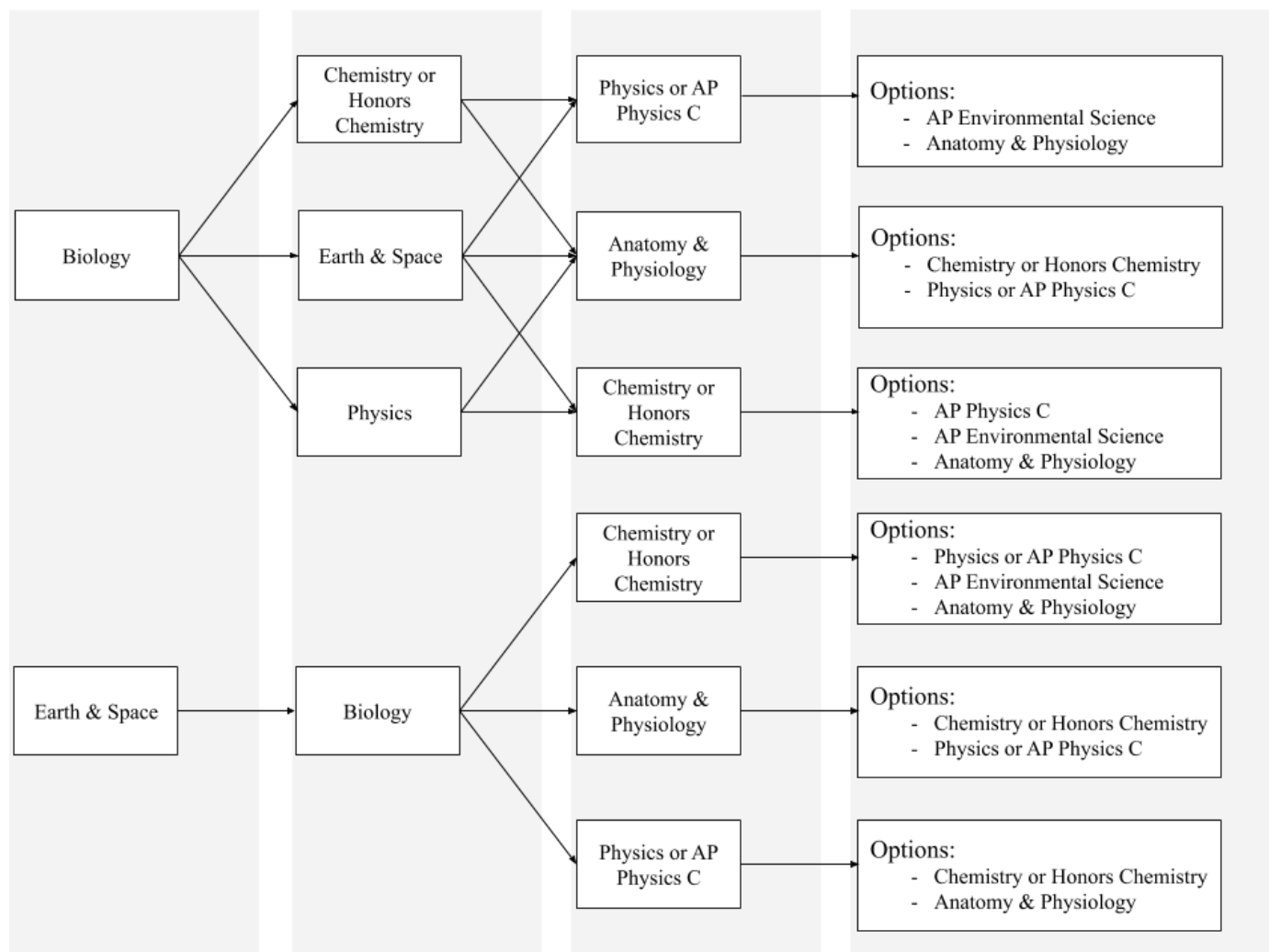
# SCIENCE

## UC/CSU APPROVED COURSES

### **D** REQUIREMENT

- Two year-long courses, one year of physical science and one year of life science, are required for PGHS graduation.
- To apply to the UC or CSU campuses, two years of college-preparatory science, including fundamental knowledge in two of these three subjects: biology, chemistry, or physics are required (three years are recommended). One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement.

### SCIENCE COURSE OFFERINGS & PATHWAYS



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|---------------------|---|
| <b>COURSE</b>       | <b><u>BIOLOGY</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area D   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 9, 10 or teacher recommendation   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Biology is the study of life. This course content will include the study of living organisms, their relationships with each other and their physical environment, and the processes they perform in order to develop, grow, repair, and reproduce. Concepts will be taught using a hands-on approach, through laboratory investigations and field studies. This experiential approach will provide a concrete foundation for understanding fundamental concepts of Biology, such as cell theory, photosynthesis, and cellular respiration, genetics, ecology, and environmental human impact. |
| <b>COURSE</b>       | <b><u>EARTH &amp; SPACE SYSTEMS</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area D   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 9, 10 or teacher recommendation   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Earth and Space Systems is a laboratory oriented class which is a blend of several different sciences; Geology, Meteorology, and Astronomy. We will be looking more closely at topics such as plate tectonics, astronomy, weather, and climate.   |
| <b>COURSE</b>       | <b><u>PHYSICS 1</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area D   |
| <b>PREREQUISITE</b> | Grade of C- or higher in Integrated Math 1  |
| <b>GRADE LEVEL</b>  | 10, 11, 12  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | The first semester of Physics is a study of motion and its mathematical description, energy, and work. The second semester is a study light, waves, electricity and magnetism.  |
| <b>COURSE</b>       | <b><u>CHEMISTRY</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area D   |
| <b>PREREQUISITE</b> | Completion of or concurrent enrollment in Integrated Math 2   |
| <b>GRADE LEVEL</b>  | 10, 11, 12  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | The Chemistry course is designed to explore the chemistry of real-world environmental problems through research, experimentation, and discourse. The course will assess possible alternatives that lessen the level of human impact on natural systems. The first semester develops the general principles involved in solutions and chemical reactions through the lenses of water and metals. The second semester focuses on energy in chemical reactions, the nature of gases, and atomic theory in conjunction with fossil fuels, air pollution, and industrial techniques, respectively. |
| <b>COURSE</b>       | <b><u>HONORS CHEMISTRY 1</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area D ★   |
| <b>PREREQUISITE</b> | Completion of or concurrent enrollment in Integrated Math 3   |
| <b>GRADE LEVEL</b>  | 10, 11, 12  |
| <b>LENGTH</b>       | 1 year  |

|             |  |                          |
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| CREDIT      | 5 credits per semester   | INFORMATION/DISCUSSION B |
| DESCRIPTION | The Honors Chemistry course is designed to provide the advanced science student with an opportunity to learn chemistry at a higher level and at a faster pace, providing a more in-depth coverage of the topics. The course offers an opportunity for enrichment through the use of advanced math concepts and laboratory work. The first semester develops the general principles involved in solutions and chemical reactions, while exploring the hydrologic cycle and the Earth's lithosphere. The second semester expands on energy in chemical reactions, the nature of gases, acid-base chemistry, and atomic theory in conjunction with the human impacts associated with industrial processes. Students taking Honors Chemistry will be prepared to take the SAT Subject Test in Chemistry. |                          |

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| COURSE       | <b><u>ANATOMY/PHYSIOLOGY</u></b>   |
| FULFILLS     | UC/CSU Subject Area D  |
| PREREQUISITE | Grade of C- or higher in Biology   |
| GRADE LEVEL  | 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | Anatomy and Physiology is the study of the structures and functions of the human body. The course explores the principles of Biology, Chemistry, and Physics in body homeostasis and disease. The course progresses from anatomical terminology and organization through basic Chemistry and the eleven body systems. Labs include dissection of sheep brains, eyes, and hearts, as well as fetal pigs. Simple experiments, demonstrations, and model building will help students construct a foundation of knowledge in microscopic and macroscopic Anatomy and Physiology. |

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| COURSE       | <b><u>AP PHYSICS C: MECHANICS</u></b>  |
| FULFILLS     | UC/CSU Subject Area D ★  |
| PREREQUISITE | Completion of or concurrent enrollment in Calculus AB or BC  |
| GRADE LEVEL  | 10, 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This course prepares students to take the Advanced Placement Physics C test in mechanics and is the equivalent of a typical first semester college course in physics. Mechanics is the branch of physics that is concerned with quantifying the motion of bodies. Topics include kinematics, Newton's laws of motion, work/energy/power, conservation laws (energy/momentum/angular momentum), circular motion and rotation, oscillations, and gravitation. The lab component of the class builds on experiments done in regular physics with emphasis placed on using computers to model and simulate physical systems. Students will use electronic sensors and data analysis programs to explore relationships among physical quantities. The topic of mechanics will be covered in much greater depth and with a higher level of mathematical sophistication than in the regular physics course. Prospective students should be comfortable with using mathematics to solve problems. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. |

COURSE  
FULFILLS  
PREREQUISITE

**AP ENVIRONMENTAL SCIENCE**

INFORMATION/DISCUSSION B

UC/CSU Subject Area D ★

Grade of C- or higher in Biology

Grade of C- or higher in Physics, AP Physics or Earth & Space Systems

Grade of C- or higher in Chemistry

Recommended: Honors Chemistry, Grade of B or higher in Biology

GRADE LEVEL

11, 12

LENGTH

1 year

CREDIT

5 credits per semester

DESCRIPTION

This course is designed to prepare students to take the Advanced Placement Environmental Science test and is a rigorous science course that is the equivalent of a one-semester, introductory college course in environmental science. Topics will draw together geology, biology, chemistry, and marine science subject matter. Long-term field study projects will be set up at the beginning of each school year. Students will be expected to take an active role in designing and maintaining these investigations, as well as maintaining a detailed and organized data collection system throughout the year. The emphasis of the course will be data collection, statistical analysis of data sets, understanding inter-relationships in the natural world, identifying and analyzing environmental problems, both natural and anthropogenic, evaluating risks associated with these problems, and possible solutions. Students taking the course should have a firm understanding of mathematics because of the analytical nature of the course, and a solid background of both physical and life sciences. Junior or senior class standing mandatory. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

# LANGUAGES OTHER THAN ENGLISH (LOTE)

## UC/CSU APPROVED COURSES

### E REQUIREMENT

- One year of a Language other Than English (LOTE) **OR** a Visual or Performing Art (Fine Art) are required for PGHS graduation.
- Two years of college-preparatory coursework required (or through the second level of high school instruction) of the same language other than English (three years are recommended). Language levels are defined by the number of years of high school instruction (e.g., LOTE 1= 1 year; LOTE 2 = 2 years, etc.).

**COURSE** **SPANISH 1**  
**FULFILLS** UC/CSU Subject Area E  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This introductory course uses communicative activities, music, games, and story-based instruction to develop all four basic language skills: listening, speaking, reading and writing. Students will be immersed in the target language with a comprehensible approach with authentic language and cultural sources integrated through music, movies, and technology. Students will enjoy interactive and interpersonal instruction. Living in this global world, Spanish language study will be beneficial in the workplace as well as college readiness.

**COURSE** **SPANISH 2**  
**FULFILLS** UC/CSU Subject Area E  
**PREREQUISITE** Grade of C- or higher in Spanish 1  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This is an intermediate course which provides continued development and practice of the basic language skills: listening, speaking, reading and writing. More advanced grammatical structures are introduced organically through comprehensible input, games, reading, and communicative activities. Students practice listening skills by watching fotonovelas, monthly news and cultural updates. Students will practice speaking through dialogues, role plays, partner chats and other conversational activities. Students will explore the Hispanic world through cultural projects on food, dance and traditions.

**COURSE** **SPANISH 3**  
**FULFILLS** UC/CSU Subject Area E  
**PREREQUISITE** Grade of C- or higher in Spanish 2  
Recommended: Grade of B- or higher in Spanish 2  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Emphasis is on the further development of listening, speaking, reading and writing skills. Communicative and project-based activities are used to learn more advanced vocabulary and

grammar. Students practice speaking in a variety of contexts such as oral reports, dialogues and group discussion. More academic vocabulary is presented related to topics such as personal relationships, family life, media, the environment, and technology, along with the exploration of Spanish-speaking countries. The course also includes the viewing and discussion of Spanish-language short films.

**COURSE** **SPANISH 4**  
**FULFILLS** UC/CSU Subject Area E  
**PREREQUISITE** Grade of C- or higher in Spanish 3  
 Recommended: Grade of B- or higher in Spanish 3  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This is an advanced course which focuses on developing language skills in academic settings. Relevant topics are explored including personal relationships, family, technology, and the environment. Reading selections come from authentic sources such as Spanish literature and newspaper articles. More advanced writing and speaking situations are required. More academic vocabulary is presented along with more complex cultural topics. A variety of authentic language and cultural sources are integrated such as songs, movies, newspapers, websites, and news reports.

**COURSE** **AP SPANISH**  
**FULFILLS** UC/CSU Subject Area E ★  
**PREREQUISITE** Grade of C- in Spanish 3  
 Recommended: Grade of B- or higher in Spanish 3  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This is a college-level course which focuses on advanced work in listening, speaking, reading and writing. Emphasis is placed on speaking and writing in academic settings. Includes expository writing, oral presentations, and reading selections from Spanish literature and newspaper articles. Students prepare to take the AP Spanish Language exam in May. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. Any summer homework assigned will be due at the first class meeting in August.

**COURSE** **FRENCH 1**  
**FULFILLS** UC/CSU Subject Area E  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This class will focus on the four modes of communication: listening, speaking, reading and writing. Students will learn the culture of France through its language, its cuisine and its history. Students will improve their language skills by listening to short movies and interactive stories, by creating their own and acting them out in groups. The activities are student-driven (dramatisation, drawing, improvisation, interviews, cultural and culinary projects). Students will be immersed in the target language with a very comprehensible approach through authentic materials. Because there is less emphasis on grammar and conjugation, assignments are fun and straightforward, students will enjoy the class and will feel comfortable speaking. We will have field trips and food celebrations all throughout the

year, some of which will be experienced in the PGHS kitchen with Mrs. Erickson, our gastronomy chef on Campus.

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>FRENCH 2</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area E  |
| <b>PREREQUISITE</b> | Grade of C- or higher in French 1  |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Let's continue our French adventures together and learn to feel more comfortable speaking, reading and writing the language. Students will be immersed in the target language in a comprehensible way and will develop more elaborated skits and plays. The activities are student-driven with dramatisation, drawing, improvisation, interviews, cultural and culinary projects. Our stories will be longer and more interesting than in French 1. We will continue our cooking contest, will do our field trips to the museum and the Bakery and we will enjoy watching our new french series while savoring our Friday Bon appétit! |
| <b>COURSE</b>       | <b><u>FRENCH 3</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area E  |
| <b>PREREQUISITE</b> | Grade of C- or higher in French 2<br>Recommended: Grade of B- or higher in French 2  |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | "Knowing a foreign language opens windows to the world". You will come to realize that speaking another language brings you closer to people globally and in your own community. Join this class to continue to develop your skills and empower yourself with new speaking tools. We will have a special time focusing on French film analysis, reading and writing, while continuing to maintain our fun around games, stories and plays. We will be Field trips, food and French music will be at the Rendez Vous!   |
| <b>COURSE</b>       | <b><u>FRENCH 4</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area E  |
| <b>PREREQUISITE</b> | Grade of C- or higher in French 3<br>Recommended: Grade of B- or higher in French 3  |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | French 4 is a course designed for motivated students who can work independently and efficiently. Advanced grammar topics will be covered, incorporating high-interest topics such as making travel and hotel arrangements for a trip to a French-speaking country, communicating medical emergencies, and managing more advanced conversations in French. Extensive reading and writing will be required. Students will read various novels. The cultural emphasis will be in countries other than France where French is spoken. Any summer homework assigned will be due at the first class meeting in August.                       |

|              |   |
|--------------|---|
| COURSE       | <b><u>AP FRENCH LANGUAGE AND CULTURE</u></b>  |
| FULFILLS     | UC/CSU Subject Area E ★   |
| PREREQUISITE | Grade of C- in French 3<br>Recommended: Grade of B- or higher in French 3   |
| GRADE LEVEL  | 9, 10, 11, 12   |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | AP French is a college level course designed for motivated students who desire to become proficient communicators of French and prepare for the AP French Language and Culture Exam. Advanced grammar topics will be covered, incorporating high-interest historical topics. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors. The cultural emphasis will be on various countries where French is spoken. Students who take the national Advanced Placement Exam in May can potentially earn college credit credit with a qualifying AP test score as determined by the granting college's AP Policy. Any summer homework assigned will be due at the first class meeting in August. |



# VISUAL AND PERFORMING ARTS

## UC/CSU APPROVED COURSES

### **F** REQUIREMENT

- One year of a Visual & Performing Art (Fine Art) **OR** Language other Than English (LOTE) are required for PGHS graduation.
- One year of college-preparatory visual & performing arts (VAPA) required, chosen from one of the following disciplines: dance, music, theater, visual arts (e.g., painting, web/graphic design, film/video, inter/multimedia arts), or interdisciplinary arts.

#### **ART COURSES**

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>2D DESIGN</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F<br>CTE Art Pathway: Introductory Level: 1 <sup>st</sup> Year   |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | 2D Design is designed for students who have been afraid of art and those who feel comfortable making art. Basic skills are taught in addition to a variety of art techniques. Emphasis is placed on introductory units on designing with graphite, colored pencil, color mixing, collaging, printmaking and general 2D design concepts. Students will learn the fundamental Elements of Art and Principles of Design. Projects from this class may be used for an AP 2D Art & Design Portfolio. A transfer student or a student with advanced skills who wish to challenge this prerequisite need to demonstrate their skills by showing three or more different media (example:pencil, marker, paint). It is your responsibility to schedule a time to share your art before or during the first three days of the course and all challenges must be approved by Mr. Kelly. |
| <b>COURSE</b>       | <b><u>ADVANCED 2D DESIGN</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area F<br>Concentrator Level: 2 <sup>nd</sup> Year Course   |
| <b>PREREQUISITE</b> | Grade of C- or better in 2D Design   |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Student who discovered their interest in 2D Design may continue building these skills by joining Advanced 2D Design. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the principles of design. Students who wish to expand their portfolio before joining AP 2D Art & Design should consider taking this course.   |

|              |  |                          |
|--------------|--|--------------------------|
| COURSE       | <b><u>DRAWING &amp; PAINTING</u></b>   | INFORMATION/DISCUSSION B |
| FULFILLS     | UC/CSU Subject Area F  |                          |
|              | CTE Art Pathway: Concentrator Level: 2 <sup>nd</sup> Year Course   |                          |
| PREREQUISITE | Grade of C- or better in 2D Design   |                          |
| GRADE LEVEL  | 10, 11, 12   |                          |
| LENGTH       | 1 year   |                          |
| CREDIT       | 5 credits per semester   |                          |
| DESCRIPTION  | Students will have the opportunity to develop their skill with drawing and painting. Drawing units will focus on observational and interpretive skills. Line, contour, form, value, perspective, composition and space will be studied. Students will explore a variety of black and white and color media. Art from this class may be used for an AP Drawing Portfolio. |                          |

|              |   |
|--------------|---|
| COURSE       | <b><u>ADVANCED DRAWING &amp; PAINTING</u></b>   |
| FULFILLS     | UC/CSU Subject Area F   |
|              | Concentrator Level: 2 <sup>nd</sup> Year Course   |
| PREREQUISITE | Grade of C- or better in Drawing & Painting   |
| GRADE LEVEL  | 10, 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | Student who discovered their interest in Drawing & Painting may continue building these skills by joining Advanced Drawing & Painting. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the elements of art and principles of design. Students who wish to expand their portfolio before joining AP Art & Design Drawing should consider taking this course. |

|              |   |
|--------------|---|
| COURSE       | <b><u>3D DESIGN</u></b>   |
| FULFILLS     | UC/CSU Subject Area F   |
|              | CTE Art Pathway: Introductory Level: 1 <sup>st</sup> Year   |
| PREREQUISITE | None  |
| GRADE LEVEL  | 9, 10, 11, 12   |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | Students will have the opportunity to develop their 3D skills. Students will work with clay, hand building projects including making pinch pots, coil vases, sculpture and designing mugs and clay boxes. Students will also have the opportunity to learn how to throw on the pottery wheel making plates, bowls, and mugs. Various glazing techniques will be explored to finish pottery for personal or commercial use. Art from this course may be used for the AP 3D Art & Design Portfolio. |

|              |  |
|--------------|--|
| COURSE       | <b><u>ADVANCED 3D DESIGN</u></b>   |
| FULFILLS     | UC/CSU Subject Area F  |
|              | Concentrator Level: 2 <sup>nd</sup> Year Course  |
| PREREQUISITE | Grade of C- or better in 3D Design   |
| GRADE LEVEL  | 9, 10, 11, 12  |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | Student who discovered their interest in 3D Design may continue building these skills by joining Advanced 3D Design. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the principles of design. Students who wish to expand their portfolio before joining AP 3D Art & Design should consider taking this course. |

|              |  |
|--------------|--|
| COURSE       | <b><u>AP 2D ART &amp; DESIGN: 2D, 3D, OR DRAWING PORTFOLIO</u></b>   |
| FULFILLS     | UC/CSU Subject Area F ★  |
|              | CTE Art Pathway: Capstone Level: 3 <sup>rd</sup> Year Course   |
| PREREQUISITE | Grade of C- or better in Concentrator 2 <sup>nd</sup> Year Course<br>Submission of six pieces of artwork and teacher approval  |
| GRADE LEVEL  | 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | AP 2D Art & Design course is for the highly motivated student who wants to create a college level 2D, 3D, or Drawing Art & Design Portfolio. This is an intensive college level course designed around each student creating a personally directed 15 to 20 piece portfolio. Students interested in this course must present to Mr. Kelly six of their best pieces within the Subject Area of the portfolio they want to create. This course is offered every year, and students may repeat this course for credit by creating an additional portfolio. Students may elect to submit their portfolio to the national Advancement Placement College Board in May with a chance of earning freshman Art college credit as determined by the college's Advanced Placement Policy. Summer Projects are to be completed and due the first day of class. |

## **MUSIC COURSES**

|              |   |
|--------------|---|
| COURSE       | <b><u>CHAMBER ORCHESTRA</u></b>   |
| FULFILLS     | UC/CSU Subject Area F   |
| PREREQUISITE | Participation in MS advanced or HS orchestra during the past 12 months  |
| GRADE LEVEL  | 9, 10, 11, 12   |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | Students will explore music and music-making through study, rehearsal, and performance of a diverse repertoire of musical styles. Students will be provided access to enrichment activities through several school and community sources. |

|              |  |
|--------------|--|
| COURSE       | <b><u>CONCERT BAND/ MARCHING BAND</u></b>  |
| FULFILLS     | UC/CSU Subject Area F  |
| PREREQUISITE | Participation in MS advanced or HS band during the past 12 months<br>Teacher Approval  |
| GRADE        | 9, 10, 11, 12  |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | Students will explore music and music-making through study, rehearsal, and performance of a diverse repertoire of musical styles. The band will provide entertainment and spirit at concerts, parades, football games, and school rallies. Students will be provided access to enrichment activities through several school and community sources. |

|              |   |
|--------------|---|
| COURSE       | <b><u>GUITAR</u></b>  |
| FULFILLS     | UC/CSU Subject Area F   |
| PREREQUISITE | None  |
| GRADE LEVEL  | 9, 10, 11, 12   |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | This one-year course is designed for students with no previous guitar experience. Students will receive guidance and direction in solving problems related to playing the guitar at a beginning |

level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, basic music theory, rhythmic patterns, chord study, finger-picking styles, musical forms, improvisation and performing experiences.

## **PHOTOGRAPHY COURSES**

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>PHOTOGRAPHY 1</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F<br>CTE Photography Pathway: Introduction Level: 1 <sup>st</sup> Year Course  |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 10, 11, 12   |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | This course is an introductory level class appropriate for any student curious about producing photographic images with both fine art and commercial applications. This course will cover the operation of a traditional manual 35mm SLR camera, exposure, composition, and basic lighting. Students will learn basic darkroom skills including developing film, enlarging negatives, and different printing techniques. Students will learn basic skills for operating a DSLR camera and will be exposed to Adobe Photoshop editing techniques and digital printing. Students will be exposed to different aspects of photography including: landscape, portrait, and narrative. We will also be learning about the elements of design for creating artistic compositions. Students will learn how to evaluate and analyze their own work as well as learn how to look at and discuss other people's work. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. Cameras will be provided upon student request. |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>AP 2D ART &amp; DESIGN/PHOTOGRAPHY</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F ★<br>CTE Photography Pathway: Capstone Level 3  |
| <b>PREREQUISITE</b> | Grade of C- or higher in Photography 2  |
| <b>GRADE LEVEL</b>  | 11, 12  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | AP 2D Art & Design/Photography is intended for the advanced photography student who wishes to create a 24-piece portfolio of independently produced work. This course is especially suited for students wishing to pursue AP 2D Art & Design with a photography emphasis. Students will work independently as well as collaboratively to exceed their present skills, technically as well as conceptually with attention to composition, content, and refining printing skills both in the darkroom and with Adobe Photoshop. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship Portfolio Competition. Students may also elect to submit their portfolio to the National Advanced Placement College Board in early May for a chance to earn college credit. Students may also find a photography internship as part of the class. AP 2D Art & Design should be taken by students with exceptional motivation and interest in photography. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. Cameras will be provided upon student request. |

## DRAMA COURSES

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>DRAMA</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F  |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 9, 10, 11, 12  |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | Drama is a participation course. Students are required to perform before the class audience in a variety of roles: monologues, skits, improvisations, pantomimes, duets, and scenes. The emphasis will be on changing the student from a passive, accepting viewer into an active critical audience and actor. Written work is expected of the student on a regular basis. |

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>ADVANCED DRAMA</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F   |
| <b>PREREQUISITE</b> | Grade of C- or higher in Drama  |
| <b>GRADE LEVEL</b>  | 10, 11, 12  |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | Advanced Drama is a course offered to returning Drama students that focuses on themes in directing, stagecraft, and complex theater production. Students will develop more sophisticated methods of performance and lead Drama students as they learn the fundamentals of theater. Students in Advanced Drama will be expected to learn the more technical elements of theater including set, light, and sound design. Students will have the opportunity to select performance material and will block, direct, design, and critique scenes. They will also perform in scenes with both beginning and advanced students. |

## CULINARY ARTS COURSES

|                     |   |
|---------------------|---|
| <b>COURSE</b>       | <b><u>CULINARY ARTS 1: INTRODUCTION TO CULINARY ARTS</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area F<br>CTE Food Service & Hospitality Pathway: Introductory Level 1   |
| <b>PREREQUISITE</b> | None  |
| <b>GRADE LEVEL</b>  | 9*,10,11,12   |
| <b>LENGTH</b>       | 1 year  |
| <b>CREDIT</b>       | 5 credits per semester  |
| <b>DESCRIPTION</b>  | This introductory course into the culinary arts focuses on hands-on learning as a way to gain the skills and knowledge necessary to be a competent and creative home cook. Labs and lectures connect academic knowledge from history, math and science to real-life experiences in the kitchen. The National Restaurant Association ProStart Curriculum focuses on foundational food preparation techniques, kitchen safety, and foodservice/hospitality careers. Soft skills such as leadership, teamwork, time and project management are core skills developed in this class to prepare students for independence and success in their lives after high school. *On a space available basis, a 9th grade student may take this class with written recommendation from their 8th grade Foods teacher. |

**COURSE** **CULINARY ARTS 1B: FUNDAMENTALS OF BAKING** INFORMATION/DISCUSSION B  
**FULFILLS** UC/CSU Subject Area F  
 CTE Food Service and Hospitality Pathway: Introductory Level 1  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10,11,12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course is designed for students at a beginner level to learn about the history, science and methodologies of baking. The course begins with Bakeshop: Basic Baking Techniques in the fall and moves on to bread-making, pies, tarts and cakes in the spring. Soft skills such as leadership, teamwork, time and project management are core skills developed in this class to prepare students for independence and success in their lives after high school.

**COURSE** **CULINARY 2**  
 MPC Dual Enrollment Course

**COURSE** **CULINARY 3**  
 MPC Dual Enrollment Course

**COURSE** **CULINARY 4**  
 MPC Dual Enrollment Course  
**FULFILLS** UC/CSU Subject Area F  
 CTE Food Service and Hospitality Pathway: Capstone Level 3  
**PREREQUISITE** Grade of C- or higher in Culinary Arts 3  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION:** An intense hands-on course for the highly motivated and experienced student with a desire to pursue independent projects and professional skills development in Foodservice and Hospitality. The course focuses on refining culinary proficiencies, menu development, advanced baking techniques, production of course meals, costing/purchasing, operations management, menu evaluation/creation, advanced plating and presentation, sustainability, farm-to-table, and exploring career options and opportunities in the industry. Honors students will complete a 20-piece portfolio showcasing their best work to present to a panel of industry professionals.

# ELECTIVES

INFORMATION/DISCUSSION B

## UC/CSU APPROVED COURSES

### G REQUIREMENT

- One year of an additional A-G approved course, in any area A-G, or Career Technical Education course are required for high school graduation.
- One year of college-preparatory coursework required, chosen from: courses approved specifically in the elective (G) subject area, or courses approved in the A-F subject areas beyond those used to satisfy the requirements of the A-F subjects.

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>ECONOMICS</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area G  |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 12   |
| <b>LENGTH</b>       | 1 semester   |
| <b>CREDIT</b>       | 5 credits  |
| <b>DESCRIPTION</b>  | Economics, a semester-length course, is required for high school graduation. The goal of this course is to increase understanding of the American economic system, including the nature of supply and demand, market structures, fiscal policy, monetary policy, comparative economic systems. |

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>AP PSYCHOLOGY</u></b>  |
| <b>FULFILLS</b>     | UC/CSU Subject Area G ★  |
| <b>PREREQUISITE</b> | Grade of C- or higher in previous English class  |
| <b>GRADE LEVEL</b>  | 10, 11, 12   |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with the major subfields within psychology, including: learning and behavior, cognitive neuroscience, motivation and emotion, thinking and language, research methods, abnormal behavior, therapy, and social psychology. All students who are willing to accept the challenge of a rigorous academic curriculum and are interested in taking the AP exam in May should consider signing up for this class. Students who take the national Advanced Placement Exam in May can potentially earn college credit credits with a qualifying AP test score as determined by the granting college's AP Policy. |

|                     |  |
|---------------------|--|
| <b>COURSE</b>       | <b><u>PSYCHOLOGY</u></b>   |
| <b>FULFILLS</b>     | UC/CSU Subject Area G  |
| <b>PREREQUISITE</b> | None   |
| <b>GRADE LEVEL</b>  | 10, 11, 12   |
| <b>LENGTH</b>       | 1 year   |
| <b>CREDIT</b>       | 5 credits per semester   |
| <b>DESCRIPTION</b>  | The Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings. Students will explore the major subfields in psychology, including: learning and behavior, cognitive neuroscience, motivation and emotion, thinking and language, research methods, abnormal behavior, therapy, and |

social psychology. The course will give students an opportunity to engage in hands-on learning through activities such as: the dream workshop, building clay brains, peer counseling, dog training, classically conditioning an eye blink, and more.

**COURSE** **LEADERSHIP**  
**FULFILLS** UC/CSU Subject Area G  
**PREREQUISITES** Completion of required application process, which includes teacher references and an interview. Maintain a GPA of 3.0, with no failing grades. Incoming 9th grade students must undergo the interview process in 8th grade and be selected as ASB officers for their Freshman year. The Leadership class is required for all grade level ASB Officers.  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** The leadership and activities class is designed to provide students with knowledge, skills, and real world experiences that will shape their journeys as leaders. Students will engage in academic lessons, personal reflections, community builders, and student government activities as part of a transformational change process that they will undergo as leaders. Some topics of study will include: Strategic planning, conflict management, organizational theory and development, ethics, innovation and resource management, team and group dynamics, and research methods. In addition to coursework, students will be required to plan events and participate in activities put on by the class. The Pacific Grove High School Leadership class meets during the scheduled school day, however, students will be required to plan, organize, and be present for a number of events that take place before and after school. The class will include the required enrollment of ASB officers, class officers, and commissioners, but is open to all students interested in a leadership role on campus.

**COURSE** **INTRODUCTION TO COMPUTER SCIENCE**  
**FULFILLS** UC/CSU Subject Area G  
**PREREQUISITE** Grade of C- or higher in Integrated Math 1 and concurrent enrollment in Integrated Math 2  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course introduces students to the creative aspects of programming, abstractions, and algorithms. The first semester will align with MPC's CSIS 9 which covers introductory programming with Python. The second semester will cover topics from MPC's CSIS 77 Web Design, including hands-on development of web pages, including use of CSS. ***This course will be offered alternating years beginning in the 2021-2022 school year.***

**COURSE** **HEALTHCARE OCCUPATIONS**  
**FULFILLS** UC/CSU Subject Area G  
CTE Patient Care Pathway: Introductory Level 1  
**PREREQUISITE** Grade of C- or higher in Biology  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course provides students with a fun and effective way of learning anatomy and applying that knowledge to the treatment of the most common sports injuries. The first semester covers the lower half of the body. The second semester encompasses the upper extremities and concussion management. This class exposes students to the possibility of careers in healthcare through visiting surgeons, physical therapists, and other medical professionals. Each year the students will visit a college and or professional facility to observe top level sports medicine and athletic training. In addition, this course provides students with



manual taping, bracing and first aid skills, knowledge and familiarity in the areas of physical fitness, physical therapy, physical medicine and athletic training. Second year students are eligible for Therapeutic Services which involves internship and observation at various physical therapy and surgical sites. For any student searching for a pre-pre-med program.

COURSE  
FULFILLS

**THERAPEUTIC SERVICES**

UC/CSU Subject Area G

CTE Patient Care Pathway: Capstone Level 3

PREREQUISITE

Grade of C- or higher in Healthcare Occupations

GRADE LEVEL

11, 12

LENGTH

1 year

CREDIT

5 credits per semester

DESCRIPTION

Students will obtain practical, hands-on work experience as team assistant trainers and through internships in health related fields such as physical therapy, physical medicine, nursing, radiology, strength and conditioning, nutrition and orthopedic surgery. Students will become CPR certified and engage in a variety of classroom and lab activities to promote job acquisition and leadership skills. The importance of work relationship development, professionalism and service are emphasized throughout the course. For any student searching for a pre-pre-med program.

# OTHER ELECTIVES INFORMATION/DISCUSSION B

|              |  |
|--------------|--|
| COURSE       | <b><u>AVID (Advancement Via Individual Determination)</u></b>  |
| FULFILLS     | High School Graduation Elective  |
| PREREQUISITE | AVID teacher recommendation  |
| GRADE LEVEL  | 9-10   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | AVID is designed to prepare students who are historically underrepresented in four year universities/colleges, for college readiness and success. Students receive instruction utilizing a rigorous college preparatory curriculum, tutor-facilitated study groups, motivational activities and academic survival skills. The course emphasizes rhetorical reading, analytical writing, collaborative discussion strategies, tutorial inquiry study groups, preparation for college entrance and placement exams, college study skills and test-taking strategies, Cornell note-taking and research.   |
| COURSE       | <b><u>AVID 2 (Advancement Via Individual Determination)</u></b>  |
| FULFILLS     | High School Graduation Elective  |
| PREREQUISITE | AVID teacher recommendation  |
| GRADE LEVEL  | 11 (AVID 2)  |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | AVID 2 expands on preparing students for college readiness and success. The first part in a junior/senior seminar course that focuses on writing and critical thinking expected of first and second-year college students. In addition to the academic focus of the AVID seminar, there are college-bound activities, methodologies and tasks during the junior year to support students as they prepare to apply to four-year universities and confirm their postsecondary plans.   |
| COURSE       | <b><u>AVID 12 (Advancement Via Individual Determination)</u></b>   |
| FULFILLS     | UC/CSU Subject Area G  |
| PREREQUISITE | AVID teacher recommendation  |
| GRADE LEVEL  | 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | AVID 12 is the second part of a junior/senior seminar course that focuses on writing and critical thinking expected of first and second-year college students. Students will complete a final research essay project from research conducted in their junior year in AVID. In addition to the academic focus of the AVID senior seminar, there are college-bound activities, methodologies, and tasks during the senior year that support students as they apply to four-year universities and confirm their postsecondary plans. All AVID seniors are required to develop and present a portfolio representing their years of work in the AVID program as well as complete the requirements for the seminar course. |

|              |  |
|--------------|--|
| COURSE       | <b><u>FUNDAMENTALS OF SUCCESS (FOS)</u></b>  |
| FULFILLS     | High school graduation elective  |
| PREREQUISITE | None   |
| GRADE LEVEL  | 10, 11   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This course is designed to facilitate student reflection in their own academic progress to achieve a passing grade in a previously taken or concurrent course. Using a variety of teaching practices and frequent check-ins, students develop individual learning strategies and enhance student connectedness to the school community. Throughout the year we will explore the following main themes: Planning & Organization, Working with Yourself, Reflective Practices, and Working with Others. We will also elaborate on concepts and necessary skills from core classes (e.g. English, Math, Science, and Social Studies). |

|              |  |
|--------------|--|
| COURSE       | <b><u>INDEPENDENT PRODUCTIVE STUDY</u></b>   |
| FULFILLS     | High school graduation elective  |
| PREREQUISITE | None   |
| GRADE LEVEL  | 10, 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester (This class is Pass/No Pass and impacts eligibility)  |
| DESCRIPTION  | This class is for completing unfinished classwork, homework assignments/projects, and studying for upcoming tests/quizzes. |

# PHYSICAL EDUCATION

- Students must earn a minimum of 20 credits in Physical Education (State of California and high school graduation requirement) and pass the State Physical Fitness Standards Test. In CORE 9 P.E., students will take the State Physical Fitness Standards Test and **must pass five out of six standards** in order to be exempt from junior and senior physical education courses.
- Physical Education is open to all students and is required for freshman students.
- To meet PGHS graduation requirements, all PGHS students are **required** to take a second year of PE in either 10th, 11th, or 12th grade.

|              |  |
|--------------|--|
| COURSE       | <b><u>PHYSICAL EDUCATION: CORE 9</u></b>   |
| FULFILLS     | High School Graduation   |
| PREREQUISITE | None   |
| GRADE LEVEL  | 9  |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This course meets the PE requirements for graduation for the first year of physical education. Instruction focuses on fitness and the following individual sports: Conditioning, aquatics, weight training, self-defense, wrestling, exercise to music, dance, tennis, ultimate frisbee, golf, track and field, and badminton. Students will take the State Physical Fitness Standards test and must pass five out of six standards.<br>HEALTH DESCRIPTION: This course includes programs on basic body systems, healthcare, drugs, alcohol, tobacco awareness, sex education, nutrition and exercise, suicide prevention, and decision-making skills. |

|              |  |
|--------------|--|
| COURSE       | <b><u>PHYSICAL EDUCATION: CORE 10-12</u></b>   |
| FULFILLS     | High School Graduation   |
| PREREQUISITE | Completion of P.E. Core 9  |
| GRADE LEVEL  | 10, 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This course is designed to allow students to continue developing and advance their individual skills through a variety of activities and team sports. Instruction focuses on fitness and the following team sports: Basketball, football, soccer, fitness/weights, yoga, stretching, volleyball, ultimate frisbee, softball, lacrosse, and pickleball. |

|              |  |
|--------------|--|
| COURSE       | <b><u>PHYSICAL EDUCATION: STRENGTH TRAINING 1</u></b>  |
| FULFILLS     | High School Graduation   |
| PREREQUISITE | Completion of P.E. Core 9  |
| GRADE LEVEL  | 10, 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This course is designed to improve the level of physical fitness of students by guiding them through a progressive weight training exercise program. Various forms of exercise will be performed such as resistance training, conditioning, weight lifting, jumping rope, and agility training. Special attention will be paid to safety and proper execution of weight training techniques. |

|              |   |
|--------------|---|
| COURSE       | <b><u>PHYSICAL EDUCATION: ADVANCED STRENGTH TRAINING 2</u></b>  |
| FULFILLS     | High School Graduation requirement  |
| PREREQUISITE | Completion of P.E. Core 9 and Strength Training 1   |
| GRADE LEVEL  | 11, 12  |
| LENGTH       | 1 year  |
| CREDIT       | 5 credits per semester  |
| DESCRIPTION  | This course is designed to build on Strength Training 1 and improve the level of physical fitness of students by guiding them through a progressive weight training exercise program. Various forms of exercise will be performed such as resistance training, conditioning, weight lifting, jumping rope, and agility training. Special attention will be paid to safety and proper execution of weight training techniques. |

|              |  |
|--------------|--|
| COURSE       | <b><u>PHYSICAL EDUCATION: DANCE</u></b>  |
| FULFILLS     | High School Graduation requirement   |
| PREREQUISITE | Completion of P.E. Core 9  |
| GRADE LEVEL  | 10, 11, 12   |
| LENGTH       | 1 year   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | This Dance PE course focuses on technique, choreography, and performance skills. A wide variety of genres are taught along with small group choreography. Aerobics, stretching, yoga, ballet, jazz, hip-hop, and Latin dance will be included in this course. Participation in performances will be part of the grade. |

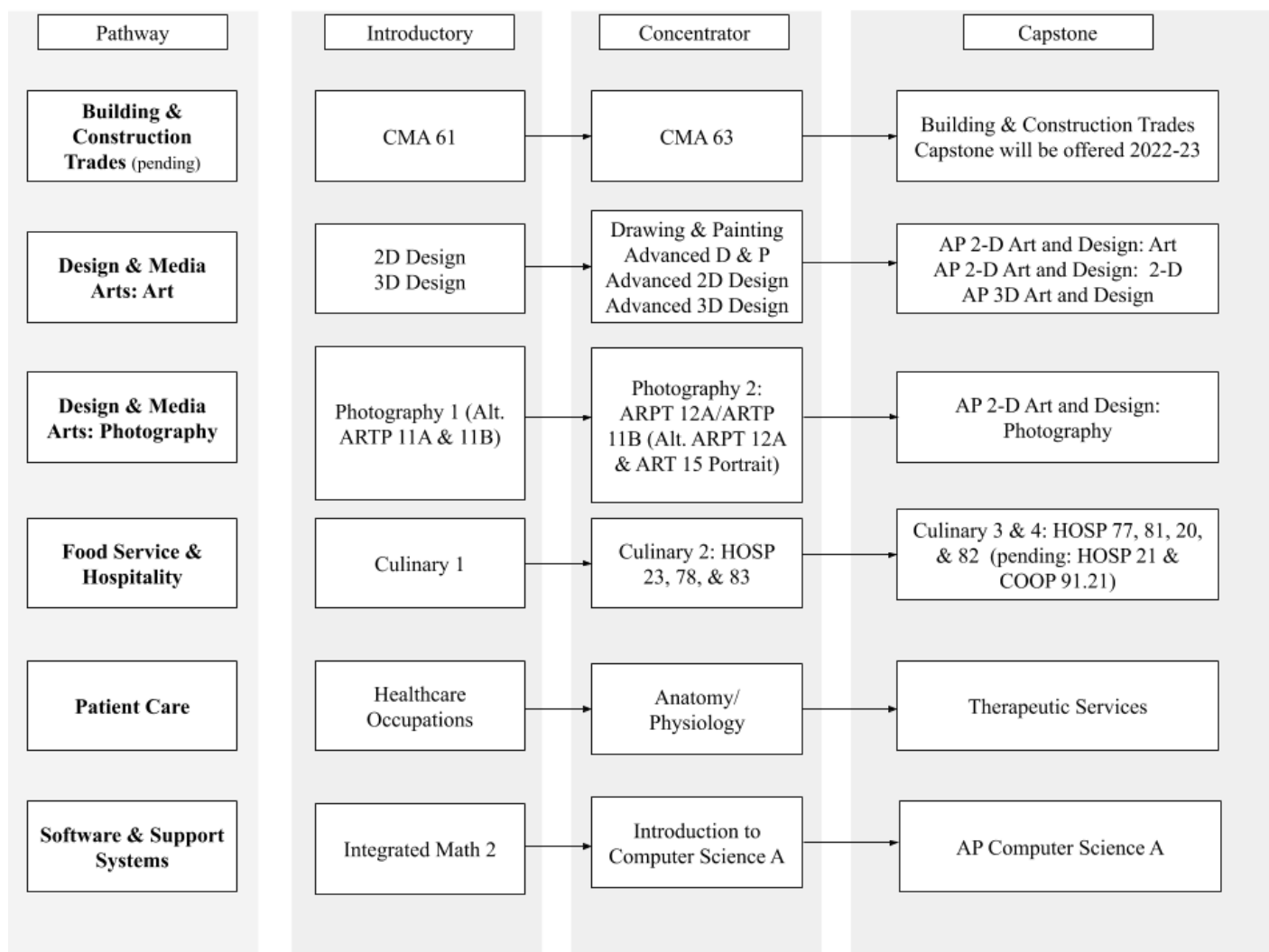
# CAREER TECHNICAL EDUCATION (CTE) INFORMATION/DISCUSSION B

- One year of an additional A-G approved course, in any area A-G, or Career Technical Education course are required for high school graduation.

PGHS supports students earning CTE Certifications and Internships through Career Technical Education Pathways regardless if students plan to attend a 2-year college or 4-year university after high school. Most PGHS CTE courses have articulated units with Monterey Peninsula College (MPC); once 6 units are taken after enrollment at MPC, students may claim college credit for their articulated PGHS CTE courses. In addition, PGHS, MPC, and Hartnell College are in negotiations to expand our Dual Enrollment courses. More dual enrollment courses will be offered, pending approval. All students completing a two-year sequence of CTE courses will have the opportunity to earn industry certification and be recognized at graduation with a special cord. Those students continuing onto a third-year Capstone course will earn an internship with a local industry partner and will be recognized with a graduation stole.

**Students can complete more than one CTE pathway. Opportunity for Internships and Industry Certification.**

## CTE COURSE OFFERINGS & PATHWAYS



1. *Pending* based on grant funding. More information will be detailed in the spring.

### Design and Media Arts: Art

2. [2D Design](#) \*see pg 29 for course description
3. [Drawing & Painting](#) \*see pg 30 for course description
2. [3D Design](#) \*see pg 30 for course description
3. Capstone: [AP 2D Art & Design](#) - \*see pg 31 for course description

### Design and Media Arts: Photography

1. [Photography 1](#) \*see pg 32 for course description
2. [ARPT 12A Digital Photography 1](#) (1<sup>st</sup> semester) \*see pg 44 for course description
2. [ARPT 11B Photography 2](#) (2<sup>nd</sup> semester) \*see pg 44 for course description
3. Capstone: [AP 2D Art & Design/Photography](#) \*see pg 32 for course description

### Food Service and Hospitality

1. [Culinary Arts 1: Introduction to Culinary Arts and Culinary Arts: The Art of Baking](#)
2. [HOSP 23: Culinary Foundations of Professional Cooking, HOSP 78: Basic Baking Techniques, and HOSP 83 Bakeshop: French Pastries and Restaurant Style Desserts](#)
3. Capstone: [HOSP 77: Bakeshop Yeasted and Non-Yeasted Breads, HOSP 81: Bakeshop: Pies and Tarts, HOSP 20 Catering, and HOSP 82 Bakeshop: Cakes, Tortes, and Decorating Techniques](#)
4. Honors Capstone: [COOP 91.21 Work Experience](#)

### Patient Care

1. [Healthcare Occupations](#) \*see pg 36 for course descriptions
2. [Anatomy/Physiology](#) \*see pg 23 for course descriptions
3. Capstone: [Therapeutic Services](#) \*see pg 37 for course descriptions

### Software and Support Systems

1. [Integrated Math 2](#) \*see pg 16 for course descriptions
2. [Introduction to Computer Science](#) (pending CSIS 9) \*see pg 36 for course descriptions
3. Capstone: [AP Computer Science A](#) \*see pg 19 for course descriptions

**Which CTE Pathway is right for you? What will you wear at graduation? Earn college credits and a graduation cord and/or stole through the PGHS CTE Pathway.**

# DUAL ENROLLMENT<sup>INFORMATION/DISCUSSION B</sup>

## PARTNERSHIP WITH MPC

### (MONTEREY PENINSULA COLLEGE)

**COURSE:** **ARPT 12A DIGITAL PHOTOGRAPHY 1**  
**FULFILLS** Monterey Peninsula College Credits  
 CTE Photography Pathway: Concentrator Level 2  
**PREREQUISITE** Grade of C- or higher in Photography 1  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**TRANSFERABILITY** CSU  
**DESCRIPTION** During this semester we will learn the basic principles of digital photography: how to use a camera in manual mode plus other types of image capture, scanning, retouching and manipulating images and printing high quality prints. There will also be an overview of both historical and contemporary issues in photography as we explore our own aesthetic concerns through four theme-based projects. By the end of the semester you will achieve competency in Adobe Photoshop and digital archival printing.

**COURSE:** **ARTP 11B PHOTOGRAPHY 2**  
**FULFILLS** Monterey Peninsula College Credits  
 CTE Photography Pathway: Concentrator Level 2  
**PREREQUISITE** ART 12A Digital Photography  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**TRANSFERABILITY** CSU  
**DESCRIPTION** During this semester we will explore the medium of black and white photography as art. Intermediate photography will build upon the skills introduced in beginning photography. We'll work to improve camera and exposure techniques, advance printing skills, and learn to make archival prints using fiber based photographic materials. One of the primary objectives in this class will be to make a cohesive body of work and submit the portfolio to the Weston portfolio competition. As we further our knowledge of photographic techniques we'll also look at historical photographic images and explore the world of contemporary photography.

**COURSE** **HOSP 23: CULINARY PROFESSIONAL COOKING I; HOSP 78 BAKING TECHNIQUES; HOSP 83 FRENCH PASTRIES & RESTAURANT-STYLE DESSERTS**  
 (Formerly listed as CULINARY 2)  
**FULFILLS** Monterey Peninsula College Credits  
 CTE Food Service & Hospitality Pathway: Concentrator Level 2  
**PREREQUISITE** Grade of C- or higher in Culinary Arts 1 or 1B  
**GRADE LEVEL** 10,11,12  
**LENGTH** Full year includes all three courses  
**CREDIT** 5 credits per semester  
**TRANSFERABILITY** CSU  
**DESCRIPTION** HOSP 23, HOSP 78, HOSP 83 continues the study of professional careers in Hospitality and Culinary Arts. Students expand on professional skills used in the foodservice industry. In-depth culinary skills taught include Garde Manger, Saucier, Baking and French Pastry, front and back-of-the-house operations, menu planning, table service and customer relations. The



Safety/Sanitation unit covers the basic concepts of personal and institutional safety/sanitation, culminating in students earning a ServSafe Food Handler Certification.

**COURSE** **HOSP 77: BAKESHOP, YEASTED AND NON-YEASTED BREADS; HOSP 81: BAKESHOP, PIES AND TARTS; HOSP 20: CATERING; HOSP 82: BAKESHOP, CAKES, TORTES AND DECORATING TECHNIQUES**

**FULFILLS** Monterey Peninsula College Credits  
CTE Food Service & Hospitality Pathway: Capstone Level 3

**PREREQUISITE** Grade of C- or higher in Culinary Arts 2  
CTE Food Service and Hospitality Pathway

**GRADE LEVEL** 11,12

**LENGTH** Full year includes all four courses

**CREDIT** 5 credits per semester

**TRANSFERABILITY** CSU

**DESCRIPTION** This arrangement of college-level classes have been curated as the capstone experience for the PGHS Culinary Arts CTE Pathway. Advanced Culinary students will gain experience and skills through hands-on learning in the following areas: (1) Catering HOSP20 - Students develop menus, project costs and profits, meet with clients, manage staff, design plating and table displays, and create successful catered events. (2) Bakeshop HOSP82 - Students learn ingredients proportions and chemical reactions in the production of advanced pastries, custards, meringues and cakes. (3) Bakeshop HOSP77 - Yeasted & Non-Yeasted Breads covers the science and history of bread making. (4) Bakeshop HOSP81 - Students learn baking processes and ingredients used to produce professional pastry shop-quality pies and tarts.

**COURSE** **COOP 91.21 WORK EXPERIENCE**

**FULFILLS** Monterey Peninsula College Credits  
CTE Food Service & Hospitality Pathway: Honors Capstone Level 4

**PREREQUISITE** Grade of C- or higher in Culinary Arts 3

**GRADE LEVEL** 12

**LENGTH** 1 semester (2<sup>nd</sup> Semester)

**CREDIT** 5 credits per semester

**DESCRIPTION** COOP 91.21 is an intense hands-on course for the highly motivated student with a desire to pursue independent projects and professional skills development in Foodservice and Hospitality. The course focuses on refining culinary proficiencies, menu development, advanced baking techniques, costing/purchasing, operations management, menu evaluation/creation, advanced plating and presentation, and exploring career options and opportunities in the industry. Students will design an original restaurant concept, prepare a business proposal, and bring the concept to life in Semester 2. In the spring, students will do field work in the form of a part-time job or internship to receive college work-experience credits.

# STUDENT SERVICES<sup>INFORMATION/DISCUSSION B</sup>

- The Student Services Department (Special Education) provides a continuum of services to individuals with identified exceptional needs as defined by Federal and State mandates.
- PGUSD is committed to ensuring the most appropriate education in the least restrictive environment that Pacific Grove High School has to offer.
- Each student with exceptional needs must have an Individualized Education Plan (IEP) written by an IEP team comprised of the student, parents, teachers, counselor, school psychologist, site administrator, and other specialists as appropriate.
- The development of a class schedule is guided by the strengths and concerns described in the IEP and are done by the IEP team.

**COURSE** **S.A.S 9-12/COLLEGE AND CAREER**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester (This class is Pass/No Pass and does affect eligibility)  
**DESCRIPTION** Specialized Academic Support (S.A.S) designed to support students in their classes by providing extra help on homework and teaching skills including organization, time management, note-taking, and test-taking while working towards post-secondary goals.

**COURSE** **ENGLISH 9-12**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year (4 years total)  
**CREDIT** 5 credits per semester  
**DESCRIPTION** English 9-12 is designed for students who want to improve and increase their reading ability. The class uses READ 180 by Scholastic to meet individual needs in reading and writing. In addition to READ 180, the class uses novel studies to strengthen reading comprehension, develop academic vocabulary, and broaden writing skills.

**COURSE** **MATH 9-10**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10  
**LENGTH** 1 year (2 years total)  
**CREDIT** 5 credits per semester  
**DESCRIPTION** MATH 180 Course 2 curriculum transitions students to pre-algebra with an emphasis on building proportional reasoning with rates, ratios, linear relationships, and functions. Edmentum: online math program focusing on time, money and measurement.

**COURSE** **PERSONAL MANAGEMENT 11-12**  
**PREREQUISITE** None  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year (2 years total)  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Personal Management covers a range of topics, including identifying personal strengths, identifying and overcoming challenges, cultivating communication skills,

interpersonal skills, building self-advocacy, setting personal goals, developing self-determination, exploring college/ career options, financial literacy, and strengthening executive functioning skills. Specific topics are determined each year based on student needs and challenges.

|              |  |
|--------------|--|
| COURSE       | <b><u>SCIENCE 9-12</u></b>   |
| PREREQUISITE | None   |
| GRADE LEVEL  | 9, 10, 11, 12  |
| LENGTH       | 1 year (2 years total)   |
| CREDIT       | 5 credits per semester   |
| DESCRIPTION  | Science 9-12 is a push-in science course designed to ensure all students have full access to the core subject matter standards. In this course, a general education science teacher and special education teacher provide targeted science instruction to support academic success in the general education science class. |

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

**SUBJECT:** Monterey Educational Risk Management Authority

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

The Administration recommends that the Board review Monterey Educational Risk Management Authority (MERMA) financial status.

**BACKGROUND:**

The District is a member of the Monterey Educational Risk Management Authority (MERMA), the workers' compensation Joint Powers Authority (JPA), under which the District is self-insured for workers' compensation liabilities, along with 23 other school districts and agencies in Monterey County.

**INFORMATION:**

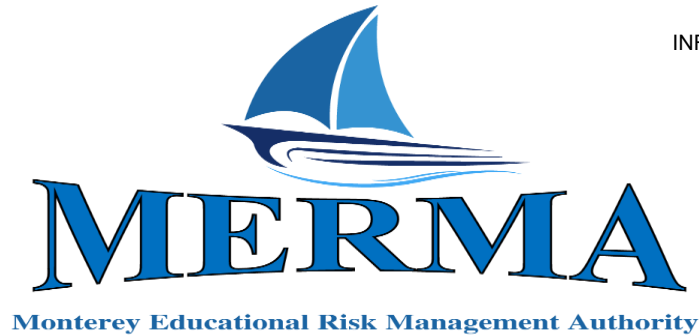
Annually, in accordance with California Education Code 42141, the district must disclose to the governing board of the district any estimated accrued but unfunded liability of the JPA for which the District may be required to fund or set aside revenues. This report must be prepared by an actuary who is a member of the American Academy of Actuaries.

The attached letter announces that Bickmore Risk Services who performed the JPA's annual actuarial evaluation found that the JPA has \$48,259,038 in total assets and \$19,266,107 in total liabilities, reflecting no net unfunded liabilities and a positive net position of \$28,992,931. MERMA, with its strong reserves is able to meet what will be a volatile insurance and excess insurance market over the next several years.

The strong and secure net position ensures that Pacific Grove USD employees and volunteers are fully covered to the extent of the law for workplace injuries.

**FISCAL IMPACT:**

None.



P.O. Box 3320, Salinas, CA 93912  
(831) 783-3300  
[www.merma.org](http://www.merma.org)

## Memorandum

November 19, 2020

To: Superintendents of MERMA Member Districts  
From: Marcus Beverly, Executive Director *MB*  
Subject: Education Code Compliance Relating to Workers' Compensation

Education Code 42141 requires school districts and county offices of education to publicly disclose certain information that affects their financial status. This legislation requires the following public disclosure:

*If a district is self-insured for workers' compensation claims, either as an individual district or as a member of a joint powers agency, the district superintendent shall annually provide information to the governing board regarding the estimated accrued but unfunded cost of those claims. The estimate is to be based on an actuarial report obtained at least every three years. The information shall be presented by the superintendent at a public meeting of the governing board, and at that same meeting the board shall disclose, as a separate agenda item, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the accrued but unpaid workers' compensation claims or it is otherwise decreasing the amount in its workers' compensation reserve fund. The board will annually certify to the county superintendent the amount of money, if any, that is has decided to reserve in its budget for the cost of the benefits and/or the claims, and submit any necessary budget revisions to account for that reserve.*

MERMA annually contracts with Bickmore Risk Services to conduct an actuarial study to estimate the JPA's outstanding liabilities. Based on the actuary's projections, MERMA's financial position as of June 30, 2020, is as follows:

|                           |                     |
|---------------------------|---------------------|
| Total Assets:             | \$48,259,038        |
| <u>Total Liabilities:</u> | <u>\$19,266,107</u> |
| Net Position:             | \$28,992,931        |

I am pleased to report that the MERMA Workers' Compensation JPA has a positive ending Net Position financial position. **The ending balance includes sufficient reserves to enable each MERMA district to be in full compliance with the workers' compensation portion of Education Code 42141 without making any excess contributions to MERMA.**

Please share this information with your governing board and retain a copy of this memorandum for your district's auditors, confirming that your district is in compliance with the workers' compensation portion of Education Code 42141.

- Consent  
 Information/Discussion  
 Action/Discussion  
 Public Hearing

**SUBJECT:** Review of Legal Fees for 2020-2021

**DATE:** December 17, 2020

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review legal fees expended from July 1, 2020 through November 10, 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 of November 10, 2020, the District has paid \$51,227.78 in legal costs and fees to the law firm of Lozano Smith.

| PACIFIC GROVE UNIFIED SCHOOL DISTRICT   |                   |                    |                    |                    |                   |               |               |               |               |               |               |               |                    |
|---|-------------------|--------------------|--------------------|--------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| 2020-21 Lozano Smith Legal Fees         |                   |                    |                    |                    |                   |               |               |               |               |               |               |               |                    |
| For Periods: 7/1/2020 to 11/10/2020     |                   |                    |                    |                    |                   |               |               |               |               |               |               |               |                    |
| Description                             | July              | August             | September          | October            | November          | December      | January       | February      | March         | April         | May           | June          | Grand Total        |
| General Student Fees                    | \$0.00            | \$427.50           | \$2,073.38         | \$375.26           | \$753.34          |               |               |               |               |               |               |               | \$3,629.48         |
| General Student Costs                   | \$0.00            | \$0.00             | \$1.25             | \$5.79             | \$4.50            |               |               |               |               |               |               |               | \$11.54            |
| General Labor & Employment Fees         | \$57.00           | \$228.00           | \$4,123.95         | \$281.67           | \$655.50          |               |               |               |               |               |               |               | \$5,346.12         |
| General Labor & Employment Costs        | \$0.00            | \$2.00             | \$14.75            | \$50.00            | \$1.00            |               |               |               |               |               |               |               | \$67.75            |
| General Legal Matters Fees              | \$370.50          | \$85.50            | \$1,490.17         | \$3,281.78         | \$655.50          |               |               |               |               |               |               |               | \$5,883.45         |
| General Legal Matters Costs             | \$0.00            | \$0.00             | \$421.95           | \$1.25             | \$0.25            |               |               |               |               |               |               |               | \$423.45           |
| Mandated Cost: Labor Issues Fees        | \$2,223.00        | \$8,464.50         | \$0.00             | \$313.50           | \$0.00            |               |               |               |               |               |               |               | \$11,001.00        |
| Mandated Cost: Labor Issues Costs       | \$1.75            | \$4.75             | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$6.50             |
| Mandated Cost: Public Records Act Fees  | \$0.00            | \$289.76           | \$0.00             | \$0.00             | \$50.34           |               |               |               |               |               |               |               | \$340.10           |
| Mandated Cost: Public Records Act Costs | \$0.00            | \$0.00             | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$0.00             |
| Special Education Matters Fees          | \$1,330.00        | \$2,308.50         | \$2,923.62         | \$1,339.50         | \$0.00            |               |               |               |               |               |               |               | \$7,901.62         |
| Special Education Matters Costs         | \$9.75            | \$0.00             | \$0.75             | \$1.75             | \$0.00            |               |               |               |               |               |               |               | \$12.25            |
| Special Education Fees                  | \$1,183.22        | \$1,237.38         | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$2,420.60         |
| Special Education Costs                 | \$64.75           | \$0.00             | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$64.75            |
| General Board Governance Fees           | \$114.00          | \$142.50           | \$375.25           | \$1,103.89         | \$256.50          |               |               |               |               |               |               |               | \$1,992.14         |
| General Board Governance Costs          | \$0.00            | \$575.00           | \$3.75             | \$1.75             | \$0.00            |               |               |               |               |               |               |               | \$580.50           |
| General Facilities and Business Fees    | \$0.00            | \$313.50           | \$2,217.78         | \$5,671.50         | \$2,689.45        |               |               |               |               |               |               |               | \$10,892.23        |
| General Facilities and Business Costs   | \$0.00            | \$0.25             | \$14.00            | \$98.00            | \$17.05           |               |               |               |               |               |               |               | \$129.30           |
| General Litigation Fees                 | \$0.00            | \$0.00             | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$0.00             |
| General Litigation Costs                | \$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             |
| General Technology Costs                | \$0.00            | \$0.00             | \$0.00             | \$0.00             | \$0.00            |               |               |               |               |               |               |               | \$0.00             |
| Lozano Smith Workshops 10/14,23/2020    | \$0.00            | \$0.00             | \$0.00             | \$525.00           | \$0.00            |               |               |               |               |               |               |               | \$525.00           |
| <b>Total Fees</b>                       | <b>\$5,277.72</b> | <b>\$13,497.14</b> | <b>\$13,204.15</b> | <b>\$12,892.10</b> | <b>\$5,060.63</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$49,931.74</b> |
| <b>Total Costs</b>                      | <b>\$76.25</b>    | <b>\$582.00</b>    | <b>\$456.45</b>    | <b>\$158.54</b>    | <b>\$22.80</b>    | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,296.04</b>  |
| <b>Grand Total</b>                      | <b>\$5,353.97</b> | <b>\$14,079.14</b> | <b>\$13,660.60</b> | <b>\$13,050.64</b> | <b>\$5,083.43</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$51,227.78</b> |
| Fees = attorney fees                    |                   |                    |                    |                    |                   |               |               |               |               |               |               |               |                    |
| Costs = mileage, copying, etc           |                   |                    |                    |                    |                   |               |               |               |               |               |               |               |                    |

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

**SUBJECT:** Future Agenda Items

**DATE:** December 17, 2020

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

The following is a list of future agenda items as of the December 17, 2020 Regular Board Meeting:

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