

Site Visit

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

Trustees

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

DATE: Thursday, October 3, 2019

TIME: 6:30 p.m. Closed Session
7:00 p.m. Open Session

LOCATION: Robert Down Elementary School
485 Pine 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

II. CLOSED SESSION

- A. Identify Closed Session Topics
The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.
 - 1. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
- B. Public comment on Closed Session Topics
- C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

- 1. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]

B. Pledge of Allegiance

IV. SITE PRESENTATIONS

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school’s accomplishments.

Robert Down Elementary School Presentation: A Celebration of Otter Excellence

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.

	Page
A. <u>Minutes of September 19, 2019 Board Meeting</u>	6
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.	
B. <u>Minutes of September 21, 2019 Special Board Meeting</u>	13
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.	
C. <u>Certificated Assignment Order #4</u>	15
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #4.	

- D. Classified Assignment Order #4 17
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #4.
- E. Out of County or Overnight Activities 19
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- F. Acceptance of Donations 24
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- G. Warrant Schedules No. 612 27
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- H. Agreement with Jones Hall for Bond Counsel and Disclosure Counsel Services In Connection with General Obligation Bond Proceedings For the New Bond in March 2020 29
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the agreement with Jones Hall, a professional law corporation, for bond counsel and disclosure counsel services in connection with general obligation bond proceedings with the new bond in March 2020.
- I. Contract for Services with IXL Learning 38
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the contract for services with IXL Learning online curriculum pilot at Robert Down Elementary School.
- J. Contract for Services with Habitat Gardens at Pacific Grove Middle School 43
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Habitat Gardens at Pacific Grove Middle School for installation of drought tolerant and native landscaping.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. Resolution No. 1034 Congratulating Community Human Services 50th Anniversary 49
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends the Board adopt Resolution No. 1034 Congratulating Community Human Services 50th Anniversary.

Move: _____ Second: _____ Roll Call Vote: _____

- B. Resolution 1035 and 1036 To Order An Election To Authorize The Issuance Of School Bonds, Establishing Specifications Of The Election Order, And Requesting Consolidation With Other Elections Occurring On March 3, 2020 51
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and adopt Resolution 1035 and Resolution 1036 calling for March 3, 2020 bond election with direction to the Superintendent to file only one with the Monterey County Registrar of Voters based on subsequent recommendations of the District’s Bond Counsel and Financial Advisor, and outcome of SB268.
 Move: _____ Second: _____ Roll Call Vote: _____
- C. Counseling Item 82
 Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board discuss and approve one of the proposed FTE increases for Pacific Grove Unified School District counseling services.
 Move: _____ Second: _____ Vote: _____
- D. Revisions to Board Regulation and Exhibit 3541.1 Transportation for School-Related Trips 85
 Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the revisions to Board Regulation and Exhibit 3541.1 Transportation for School-Related Trips.
 Move: _____ Second: _____ Vote: _____
- E. Revisions to Board Policy and Regulation 1230 School Connected Organizations 97
 Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the revisions to Board Policy and Regulation 1230 School Connected Organizations.
 Move: _____ Second: _____ Vote: _____
- F. Revisions to Board Policy and Regulation 1321 Solicitation of Funds 108
 Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the revisions to Board Policy and Regulation and Exhibits A and B 1321 Solicitation of Funds.
 Move: _____ Second: _____ Vote: _____
- G. Facilities Use Custodial Fees Update 126
 Recommendation: (Song Chin-Bendib, Assistant Superintendent; Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the elimination of the \$35 nominal, hourly custodial fee for Group 1 **ONLY**, during regular school days **ONLY**; increase hourly rate from \$35 to \$39 for Group 1A, 2 and 3; increase overtime rate from \$50 to \$58 for all groups. The District recommends the waiver of fees for Group 1 is valid only until June 30, 2020. Staff will evaluate the situation and make recommendations for 2020-21 and/or thereafter.
 Move: _____ Second: _____ Vote: _____

H. Job Description – School Bus Driver, Trainer, Dispatcher 129
Recommendation: (Billie Mankey, Director II Human Resource) The District Administration recommends the Board review and approve the proposed job description and provide direction or recommendations which will allow us to begin the recruitment process.

Move: _____ Second: _____ Vote: _____

I. Board Calendar/Future Meetings 136
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: _____ Vote: _____

IX. INFORMATION/DISCUSSION

A. 2018-2019 Smarter Balanced Assessment Results 140
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matthew Binder, Director of Education Technology) The District Administration recommends that the Board review the 2018-2019 California Assessment of Student Performance and Progress results – Smarter Balanced Assessments (SBA).

Board Direction: _____

B. Future Agenda Items 195
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.

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program

Board Direction: _____

X. ADJOURNMENT

Next regular meeting: October 24, 2019 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 19, 2019 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:00 p.m.

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

C. Adopted Agenda

Changes to the agenda include a correction to Consent Agenda Item F Contract for Services with Jose Del Rio at Pacific Grove High School fiscal impact section, which should read “65 hours per month”, not per week.

MOTION Dawson/Crandell to adopt agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2019-20 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:02 p.m.

III. RECONVENED IN OPEN SESSION 7:04 p.m.

A. Reported action taken in Closed Session:

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

The Board discussed this item.

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

The Board discussed this item.

B. Pledge of Allegiance Led By: Trustee Paff

IV. PRESENTATION

School Resource Officer Hankes presented information regarding the DARE program.

The Board thanked Officer Hankes, Commander Lakind and the Pacific Grove Police Department for their dedication to the students and exemplary work.

V. RECOGNITION

The Board recognized the City of Pacific Grove for their support of our schools, students and safety. Mayor Bill Peake attended the meeting to accept the certificate of recognition.

VI. COMMUNICATIONS

A. Written Communication

Written communication include letters regarding PG Pride, Walk with Pride, Cafeteria/nutrition, grounds (redwood chips), Be Smart Program.

Superintendent Porras congratulated Director of Curriculum and Special Projects Ani Silva for Monterey County Office of Education accepting the Local Control Accountability Plan (LCAP).

B. Board Member Comments

Student Representative Clark updated on the Board on the events and activities happening at Pacific Grove High School.

Trustee Walton spoke about sport events as well as the snack shack, supporting the Breakers and football.

Trustee Crandell acknowledged the Girls Water Polo team, the first team and they won their first game.

Trustee Swanson recommended listening to the Lozano Smith podcast.

C. Superintendent Report

Superintendent Porras congratulated Director Martinez for her legislative work with Association of California School Administrators (ACSA), saying a lot of the work she does at the legislative level effects the District here.

Superintendent Porras met with PTA Presidents to talk about their concerns regarding the policies and procedures around Solicitation of Funds and Facilities Use/Custodial Fees.

Assistant Superintendent Chin-Bendib spoke about PTA's providing snacks to the elementary schools and the District assessing fees.

D. PGUSD Staff Comments (Non Agenda Items)

Forest Grove Elementary School Principal Buck Roggeman spoke about the Chalk Art Festival, First Responders on September 11, 2019; English Language Advisory Committee meeting; Parent Information Night; Forest Grove Beautification Day; Sandy Hook Promise and See Something, Say Something.

Pacific Grove High School Principal Matt Bell spoke about Coffee with the Principal, partnership with Officer Hanks; Teacher Isaac Rubin and the potential bell schedule; Ohana Group series at Community High School.

Counselor Michelle Cadigan spoke about World Suicide Prevention Day, shared poster, cards and slogan "You Make Today Better".

Teacher Natasha Pignatelli spoke about the counseling department, integral to the students.

Robert Down Elementary School Sean Keller spoke about Walk with Pride; PTA Dine-Out at Pacific Thai; Taco Truck.

Pacific Grove Middle School Principal Sean Roach spoke about the Safety Night, commended Officer Hanks and Assistant Principal Jason Tovani on presentation on Big 5, Character Strong and DARE program. Roach also spoke about the outdoor school, thanking PG Pride and PTA's for covering student costs; Hamilton Play; and Parent Ed Tech Night.

Counselor Sonda Frudden spoke about the District Mission statement and asked the Board to increase counseling hours.

VII. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Former Trustee Beth Shammas spoke about the DARE program, questioned why drug education is facilitated by the Pacific Grove Police Department; suggested Ohana, which helps in other areas; said drug education should be folded into health education; suggested the Board evaluate the program.

Director of Safety Barbara Martinez said the School Resource Officers are trained educators and that it takes a team including teachers, counselors, educators and officers.

Parent Jennifer McNary asked how the minutes are prepared. Expressed concerns over the Minutes of September 5, 2019 saying the PG Pride Contract Item discussion was not reflected accurately in the minutes and asked why the minutes do not reflect PG Pride's current non-tax exempt status. As a parent and a potential donor, McNary expressed concerns about their status.

Parent and PG Pride Board Member Chris Evans said police officers should be on campus. Also said CTE trade classes should be offered at the high school and that not all students go off to college.

A representative with AMBAG presented the District with an Energy Champion Award for regional energy efficiency.

Parent Carolyn Swanson agreed with Parent McNary regarding the minutes.

VIII. CONSENT AGENDA

- A. Minutes of September 5, 2019 Board Meeting
- B. Certificated Assignment Order #3
- C. Classified Assignment Order #3
- D. Out of County or Overnight Activities
- E. Acceptance of Donations
- F. Contract for Services with Jose Del Rio at Pacific Grove High School
- G. Contract for Services with Santa Cruz Office of Education
- H. Contract for Services with FAST Translation Services
- I. Pacific Grove High School Minimum Day for Preliminary Scholastic Aptitude Test
- J. Contract for Services with Monterey County Office of Education for the *Hamilton* Play

Consent Item A Minutes of September 5, 2019 were pulled.

MOTION Dawson/Crandell to approve consent agenda as presented except for Item A.

Public comment: none

Motion CARRIED 5 – 0

IX. ACTION/DISCUSSION

- A. Consent Item A- Minutes of September 5, 2019

The Board discussed this item. Directed Administration to add the following sentence to the PG Pride Action Item on the Minutes of September 5, 2019: It was noted that PG Pride's tax exempt status was under automatic revocation.

MOTION Crandell/Dawson to approve the Minutes of September 5, 2019 as amended.

Motion CARRIED 5 – 0

Public comment:

Parent McNary spoke again about the issue with the tax exempt status of PG Pride. Feels the minutes should say that PG Pride does not currently have tax-exempt status.

A. 2019-20 Budget Revision #1

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

MOTION Crandell/Dawson to approve the 2019-20 Budget Revision #1.

Public comment: none

Motion CARRIED 5 – 0

B. Counseling Study

Director of Student Services Clare Davies presented information to the Board and requested an increase in counseling hours, providing the Board several options of increased hours. The Board discussed this item including the need for counseling support for the students and the fiscal impact to the budget. The Board agreed to bring the item back on October 3, 2019 after the Special Board Meeting on September 21, 2019.

MOTION Crandell to approve option 1.

Motion DID NOT PASS FOR LACK OF SECOND 1 – 5

Public comment:

Counselor Sonda Frudden said the Board has been discussing counseling for 13 years; said it was about the mental health of the students; asked the Board if any other employees have to fight for their jobs; and said she was tired of fighting for the worth of mental health.

C. District Field Trips

Director of Facilities and Transportation Matt Kelly presented information to the Board. The Board asked if there were sufficient funds for each school site's field trips. Each Principal addressed the Board and confirmed they had sufficient funds for their school field trips.

Public comment:

Former Trustee Beth Shammass thought disparity was an issue. Said former Trustee Jessie Bray was also concerned with equity; asked how field trips are classified, if they are classified like electives.

Parent Swanson asked specifically about Special Education field trips, the number of field trips and inclusion trips.

No action taken.

MOTION Crandell/Swanson to extend the meeting until 10:30 p.m. and to move the Information Discussion Item A 2018-2019 Smarter Balanced Assessment Results to the next regular Board Meeting on October 3, 2019.

Motion CARRIED 5 – 0

D. Job Description – Information Technology Technician

Director of Human Resources Billie Mankey presented information to the Board. The Board discussed this item including budget.

MOTION Crandell/Walton to move this item until after the Special Board Meeting on Saturday, September 21, 2019.

Motion DID NOT PASS 2 – 3

MOTION Dawson/Swanson to approve the Job Description for Information Technology Technician.

Public comment: none

Motion CARRIED 3 – 2

E. Facilities Use Custodial Fees Update

Assistant Superintendent Chin-Bendib and Director of Facilities and Transportation Matt Kelly presented information to the Board. The Board discussed this item.

MOTION Walton/Paff to wave all fees to PTA's except for custodial overtime.

Motion DID NOT PASS 1 – 4

MOTION Walton/Dawson to wave all fees for Group 1 for two weeks.

Motion CARRIED 3 – 2

F. Board Calendar/Future Meetings

No action taken.

X. INFORMATION/DISCUSSION

A. 2018-2019 Smarter Balanced Assessment Results

This item was moved to the next regular Board meeting on October 3, 2019.

B. Future Agenda Items

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program
- Board Policy and Regulation 1230 School Connected Organizations- Review and update procedures (Fall 2019)

The Board directed Administration to bring the following items to October 3, 2019 Board meeting:

- 2018-19 Smarter Balanced Assessment Results
- Counseling
- Adjustment to the Policy and Procedures of Solicitation of Funds

- Facilities Use including a list of the groups

XI. ADJOURNED

10:31 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Special Meeting of September 21, 2019 – District Office

I. OPENED BUSINESS

- A. Called to Order 9:04 a.m.
- B. Roll Call
- | | |
|-------------------------|----------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| | Trustee Walton |
| Administration Present: | Superintendent Porras |
| | Asst. Superintendent Chin-Bendib |
| Board Recorder: | Mandi Ackerman |
- C. Adopted Agenda

MOTION Crandell/Dawson to adopt agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

- D. Pledge of Allegiance Led By: Lozano Smith Attorney at Law Sarah Kaatz

II. INFORMATION/DISCUSSION

- A. Board Self-Evaluation

The Board reviewed and discussed the results of the California School Board Association Self Evaluation including strengths, improvements, efficiency of meetings, time of meetings/agenda items, sharing information as Board, and the agenda process.

Public comment:

Parent Carolyn Swanson said it takes a lot to get here, she tries to engage other parents, is discouraged when she heard negative things about the District, encouraged community engagement and suggested broadcasting the meetings by video using AMP.

Ms. Swanson said setting time limits on Board items is hard, and asked the Board to consider whether getting home at a certain time was the goal or conducting a successful public meeting.

- B. Strategic Plan

The Board discussed the Strategic Plan, reviewed the process of setting Board Goals which drive the Strategic Plan. The Strategic Plan will come to a future Board meeting once the Board Goals have been approved and Administration can bring a revised Strategic Plan for Board review.

- C. Board Goals

The Board discussed, edited and revised its goals for the 2019-2020 school year. The Board directed Administration to bring a revised version of the Board Goals to a regular Board meeting in October.

The Board also directed legal counsel and Superintendent Porras to bring any specific Board By Law updated recommendations for review.

Public comment:

Parent Jennifer McNary said the way in which the Board and District provides information to the public effects credibility.

III. ADJOURNMENT

12:00 p.m.

Next regular meeting: October 3, 2019 – Robert Down Elementary School

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

SUBJECT: Certificated Assignment Order #4

DATE: October 3, 2019

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

Page 1 of 2

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #4.

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. 4
October 3, 2019**

Page 2 of 2

SUBSTITUTE:

Eriko Houlette
Colette Rifflart

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

SUBJECT: Classified Assignment Order #4

DATE: October 3, 2019

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

Page 1 of 2

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #4

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. 4
October 3, 2019**

Page 2 of 2

SHORT-TERM, TEMPORARY, HOURLY ASSIGNMENT:

ASE Fall 2019 Session ~ 6 weeks, October 21, 2019 ~ December 12, 2019, paid per time sheet at \$30 per hour subject to sufficient enrollment

Employee	Course	Total hours	Classes per Session
Florencia Wong Davi	Beginning Ballet (Thurs. at RD) Grades 1 & 2	6	6
Ritika Kumar	Ceramics (Tues at RD) Grades 2 - 5	6	6
Ritika Kumar	Yoga (Weds at RD) Grades 1 - 5	6	6
David Peelo	Chess (Tues at RD) Grades 2 - 5	6	6
Ellen Berrahmoun	Art (Mon at RD) Grades 3-5	9	6
Florencia Wong Davi	Jazz and Hip Hop (Wed at FGE) Grades 1 - 3	6	6
Lisa Lavin	Ukulele 2 (Thurs at FGE) Grades 4 & 5	6	6

AVID Tutors, Temporary, hourly positions, paid per time sheet at \$18.99 per hour (Grant Funded), effective October 1, 2019 through May 29, 2020, dependent upon sufficient enrollment and funding:

Tutor	Site	Weekly Hours
Samantha Hernandez	PGHS/PG MS	6.25 hrs./week
Kate O'Neill	PGHS/PG MS	4 hrs./week
Alondra Olvera	PGHS/PG MS	3.5 hrs./week
Trinitie Seeber	PGHS/PG MS	3.5 hrs./week
Stephanie Tran	PGHS/PG MS	5.5 hrs./week
Judah Young	PGHS/PG MS	3.5 hrs./week
Kameron Herrera	PGHS/PG MS	7 hrs./week
Samantha Vargas	PGHS/PG MS	3.5 hrs./week
Vada Courtney	PGMS	6 hrs./week

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

SUBJECT: Out of County or Overnight Activities

DATE: October 3, 2019

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

RECOMMENDATION:

The Administration recommends that the Board approve or receive the request as presented.

BACKGROUND:

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

INFORMATION:

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

FISCAL IMPACT:

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

<u>DATE</u>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u>	<u>ACTIVITY</u>			
October 30 Cabrillo College Aptos, CA	PGMS Chamber Orchestra Master class & orchestral workshop	School bus	\$965	Music department
November 8-10 Madera High School Madera, CA	PGHS Robotics Club Madtown Throwdown Robotics competition	Auto	\$3,831	CTE, ASB/ Robotics Club
November 9 Stockton Arena Stockton, CA	PGHS Dance Team Dance competition	Auto	\$860	ASB/Dance

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. I understand.

Date of Activity 10/30/2019 Day of Activity Wednesday

Location of Activity Cabrillo College City Aptos County Santa Cruz

School PG Middle School Class or Club Chamber Orchestra Grade Level/s 6,7,8

School Departure Time 2:30PM PM

Pickup Time from Place of Activity 9PM PM

Name of Employee Accompanying Students Barbara a Priest

Number of Adults 4 Number of Students 27

Description of Activity/Educational Objective
Master Class and Orchestral Workshop for the PGMS String Orchestra followed by dinner and shared Concert Performance with Cabrillo College ensembles. Parents are invited; Free tix available at Crocker Theater.

List All Stops Dinner Stop at Subway and Taco Bell; Aptos center. 7887 Soquel Drive Aptos, CA

Means of Transportation: School Bus

* Board Regulation 3541.1 Requirements will be complied with when using private Autos BP
(Teacher initials)

**If using District vans, driver names must be listed: _____

Cost of Activity \$ 0 + Cost of Transportation \$ 965 = Total \$ 965.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride (x) Other Music

Account Code: 01-9005-0-1110-1000-5200-00-005-1432-0720

Requested by: Barbara A Priest / Barbara Priest Date 09/16/2019
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean Roach Date 09/17/2019

Transportation Department/District Office Use

() School Bus (x) Charter () Available () Not available Date Received 09/18/2019

Cost Estimate \$ 965.00 Salinas City

Approved by Transportation Supervisor: lstacks Date 09/18/2019

Approved by Assistant Superintendent: song chinbendib Date 09/18/2019

Date of Board Approval 10/03/2019
PGUSD Regular Meeting of October 3, 2019 21

Does form need board approval Yes

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities.
The request must be approved by the Board prior to the event, therefore the request must be submitted AT
LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT.
For ALL other activities, submit request two weeks in advance of activity.

Date of Activity 11/08/2019 Day of Activity Friday - Sunday, Nov 8 - 10

Location of Activity Madera High School City Madera CA County Madera

School PG High School Class or Club Robotics Grade Level/s 9-12

School Departure Time 7:30 AM

Pickup Time from Place of Activity 10:00 PM

Name of Employee Accompanying Students Sally Richmond and/or Roby Hyde

Number of Adults 3 Number of Students 15

Description of Activity/Educational Objective
Compete in Madtown Throwdown Robotics Competition

List All Stops hotel stay Friday and Saturday nights

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos sar
(Teacher initials)

**If using District vans, driver names must be listed:

Cost of Activity \$ 3831.00 + Cost of Transportation \$ 0 = Total \$ 3,831.00

Fund/s to be charged for all activity expenses () Students (x) Club () PG Pride (x) Other CTE

Account Code: Wells Fargo Bank - #8994873977/801

Requested by: Sally A. Richmond / Sally Richmond Date 09/11/2019
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 09/23/2019

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: song chinbendib Date 09/23/2019

Date of Board Approval 10/03/2019

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. I understand.

Date of Activity 11/09/2019 Day of Activity Saturday

Location of Activity Stockton Arena City Stockton County San Joaquin

School PG High School Class or Club Dance Team Grade Level/s 9-12

School Departure Time 7:00 AM

Pickup Time from Place of Activity 10:00 PM

Name of Employee Accompanying Students Tatum May

Number of Adults 4 Number of Students 18

Description of Activity/Educational Objective
Dance competition

List All Stops Stockton Arena

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TM (Teacher initials)

**If using District vans, driver names must be listed:

Cost of Activity \$ 860 + Cost of Transportation \$ 0 = Total \$ 860.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride (x) Other Dance Team

Account Code: Wells Fargo Athletics Account - #1965169244/462

Requested by: Tatum R May / Tatum May Date 09/16/2019
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Matthew J. Bell Date 09/19/2019

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: song chinbendib Date 09/20/2019

Date of Board Approval 10/03/2019 PGUSD Regular Meeting of October 3, 2019 23

Does form need board approval Yes

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

SUBJECT: Acceptance of Donations

DATE: October 3, 2019

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

Robert H. Down Elementary School

Anonymous \$100 (snacks for students)

Pacific Grove Middle School

Robert and Judy Travaglia \$ 50 (music department)
Eunice Conneau \$ 25 (music department)

Pacific Grove High School

Various See attached detail

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

Ref: Donations

DONATIONS TO PGHS ASB + ATHLETICS

Donation Chart	July 2019- September 2019			
Name	Date	Amount	Program	Item or Event
Jeremy Hill	July 24, 2109	3623.00	Water Polo	Timing clocks/Shot Clocks This was the exact cost of the clocks
Pacific Grove Women's Golf Club	August 23, 2019	1515.00	Girls Golf	Golf Bags + other items as needed
Breakers Club	August 12, 2019	1100.00	Donation to Clubs that volunteered	To use for whatever the club needs
(break down)		30.00	Choir	
		145.00	Mock Trial	
		410.00	Robotics	
		20.00	Class of 2020	
		140.00	Culinary Travel Club	
		270.00	Culinary Club	
		85.00	Class of 2022	
Breakers Club	August 12, 2019	130.00	Close Up	Donation to the Washington DC Close Up Trip
Anonymous	August 27, 2019	5000.00	Water Polo	Private donation for equipment, uniforms, travel, food expenses etc. Donor wishes to remain anonymous
Breakers Club	August 27, 2019	15,000.00	All Sports Teams	Donation to Sports Teams – list is available upon request
Hugh Hoy	September 10, 2019	2000.00	Athletic Trainers account – Sports Med	Specifically, for preventative knee brace equipment
Michael Dausen	September 19, 2019	100.00	Wrestling	For the Strength and Honor Program
Susan Galdo	September 23, 2019	50.00	Choir	Donation to the Carnegie Hall trip
Noreen Erwin	September 23,	50.00	Choir	Donation to the

	2019			Carnegie Hall trip
Eugene Sanchez	September 23, 2019	50.00	Choir	Donation to the Carnegie Hall trip
Margo Chisholm	September 23, 2019	100.00	Choir	Donation to the Carnegie Hall trip

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

SUBJECT: Warrant Schedule 612

DATE: October 3, 2019

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from September 1, 2019 through September 30, 2019.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 612

Warrants- Payroll

SEPTEMBER 2019

Certificated-	Regular 09/05/19	\$	0
	Regular 09/10/19	\$	2,228.32
	Regular 09/13/19	\$	0
	Regular 09/30/19	\$	1,703,394.29
	<u>Total Certificated</u>	\$	<u>1,705,622.61</u>
Other-	Regular 09/05/19	\$	0
	Regular 09/10/19	\$	0
	Regular 09/13/19	\$	0
	Regular 09/30/19	\$	1,500.96
	<u>Total Other</u>	\$	<u>1,500.96</u>
Classified-	Regular 09/05/19	\$	0
	Regular 09/10/19	\$	2,589.88
	Regular 09/13/19	\$	0
	Regular 09/30/19	\$	663,984.85
	<u>Total Classified</u>	\$	<u>666,574.73</u>
	<u>TOTAL PAYROLL</u>	\$	<u>2,373,698.30</u>

Warrants- AP

Warrants <u>12505202</u> through <u>12505227</u>	(08/29/19)	\$	<u>54,187.95</u>
Warrants <u>12505877</u> through <u>12505890</u>	(09/03/19)	\$	<u>114,694.33</u>
Warrants <u>12506797</u> through <u>12506835</u>	(09/10/19)	\$	<u>50,111.27</u>
Warrants <u>12507708</u> through <u>12507745</u>	(09/12/19)	\$	<u>131,108.25</u>
Warrants <u>12508482</u> through <u>12508493</u>	(09/17/19)	\$	<u>79,252.83</u>
Warrants <u>12509202</u> through <u>12509225</u>	(09/19/19)	\$	<u>32,626.62</u>
	<u>TOTAL WARRANTS</u>	\$	<u>2,835,679.55</u>

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Agreement with Jones Hall for Bond Counsel and Disclosure Counsel Services In Connection with General Obligation Bond Proceedings For the New Bond in March 2020

DATE: October 3, 2019

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the agreement with Jones Hall, a professional law corporation, for bond counsel and disclosure counsel services in connection with general obligation bond proceedings with the new bond in March 2020.

BACKGROUND:

Jones Hall, a professional law corporation, has provided bond counsel services to the District for the previous bond measures. The District has been satisfied with their services and is now preparing to continue working with Jones Hall for the new bond measure, if passes in March 2020.

INFORMATION:

Jones Hall will carry out and perform the following services but are not limited to:

- Prepare all legal proceedings and resolution required to call the election;
- Request consolidation with any other elections being held on the same date;
- Review the tax rate statement;
- Review sections of the official statement;
- Assist the District in presenting information to bond rating organizations

Jones Hall will also provide post-election services such as consulting and advising, preparing the proceedings for the authorization and issuance of the Bonds, and rendering bond legal opinions.

The proposed fee from bond counsel Jones Hall shall not exceed \$65,000 and the fee structure is as follows:

- One percent (0.01) of the principal amount of the first \$1.5 million or any portion thereof of the Bonds issued and delivered;
- Three-quarters of one percent (0.0075) of the principal amount of the next \$4.0 million or any portion thereof of the Bonds issued and delivered;
- One-quarter of one percent (0.0025) of the principal amount of the next \$7.5 million or any portion thereof of the Bonds issued and delivered;

- One-tenth of one percent (0.0010) of any bonds issued in excess of \$13 million or any portion thereof;
- In the event Attorneys prepare an Official Statement as Disclosure Counsel \$20,000 will be paid in addition to the fee calculated above;
- The total fee paid to Attorneys for services as Bond Counsel and Disclosure Counsel for any single bond issuance shall not exceed \$65,000

The fee will be paid from the new bond proceeds. If the new bond does not pass, there is no fee obligation to Jones Hall.

FISCAL IMPACT:

Total fee paid to Jones Hall shall not exceed \$65,000 per single bond issuance and to be paid from Bond proceeds.



LEGAL SERVICES AGREEMENT

BY AND BETWEEN THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT AND JONES HALL, A PROFESSIONAL LAW CORPORATION, FOR BOND COUNSEL AND DISCLOSURE COUNSEL SERVICES IN CONNECTION WITH GENERAL OBLIGATION BOND PROCEEDINGS

THIS AGREEMENT is entered into this ____ day of _____, 2019, by and between the PACIFIC GROVE UNIFIED SCHOOL DISTRICT (the "District" or the "Client") and JONES HALL, A PROFESSIONAL LAW CORPORATION, San Francisco, California ("Attorneys");

WITNESSETH:

WHEREAS, the District intends to call a general obligation bond election at which it will seek authorization to issue general obligation bonds (the "Bonds") pursuant to the laws of the State of California;

WHEREAS, in the event the District receives said voter authorization, it intends to issue said Bonds in one or more series pursuant to the laws of the State of California;

WHEREAS, in connection with such proceedings, including the bond election relating thereto, the District requires the advice and assistance of nationally recognized Bond Counsel and Disclosure Counsel;

WHEREAS, Attorneys are qualified by training and experience to perform the services of Bond Counsel and Disclosure Counsel and Attorneys are willing to provide such services to the District; and

WHEREAS, the public interest, economy and general welfare will be served by this Agreement;

NOW, THEREFORE, THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

In consideration of the foregoing and the mutual covenants contained in this Agreement, the District and Attorneys agree as follows:

Section 1. Attorney-Client Relationship. Upon execution of this Agreement, the District will be Attorney's client and an attorney-client relationship will exist between the District and Attorneys. Attorneys assume that all other parties participating in the bond financing will retain such counsel as they deem necessary and appropriate to represent their interests in connection with the issuance of the bonds. Attorneys further assume that all other parties understand that in this transaction Attorneys represent only the District, Attorneys are not counsel to any other party, and Attorneys are not acting as an intermediary among the parties. Attorneys' services as bond counsel and disclosure counsel are limited to those contracted for in this Agreement; the District's execution of this Agreement will constitute an acknowledgment of those limitations. Attorneys' representation of the District will not affect, however, our responsibility to render an objective Bond Opinion.

Section 2. Scope of Engagement as Bond Counsel. Attorneys shall perform all of the following services as bond counsel in connection with the issuance and sale of the Bonds for the purpose of providing financing for the projects:

- a. Consultation and cooperation with the District and District staff to assist in the formulation of a coordinated financial and legal approval and issuance of the Bonds.
- b. Preparation of all legal proceedings for the lawful calling of the election for the Bonds, including preparation of a resolution of the governing board of the District calling the Bond election, and advising District during the election period with respect to appropriate informational and non-partisan activities.
- c. Preparation of all legal proceedings for the authorization, issuance and delivery of the Bonds by the District; including (a) preparation of a resolution of the governing board of the Client authorizing the issuance and sale of the Bonds and approving related documents and actions, (b) preparation of all related financing documents, (c) preparation of all documents required for the closing of the issue, (d) supervising the closing, and (e) preparation of all other proceedings incidental to or in connection with the issuance and sale of the Bonds.
- d. Advising the District, from the time Attorneys are hired as Bond Counsel until the Bonds are issued, as to compliance with federal tax law as required to ensure that interest on the Bonds is exempt from federal income taxation (assuming such issue is issued on a tax-exempt basis).
- e. Upon completion of proceedings to Attorneys' satisfaction, providing a legal opinion (the "Bond Opinion") approving the validity and enforceability of the proceedings for the authorization, issuance and delivery of the Bonds, and stating that interest on the Bonds is (a) excluded from gross income for purposes of federal income taxes and (b) exempt from California personal income taxation. The Bond Opinion will be addressed to the District, and may also be addressed to the underwriter of the Bonds and other participants in the financing. The Bond Opinion shall be modified, as appropriate, if any portion of the Bonds is issued on a taxable basis.
- f. Review those sections of the official statement or other form of offering or disclosure document to be disseminated in connection with the sale of the Bonds involving summary descriptions of the Bonds, the legal proceedings leading to the authorization and sale of the Bonds, the legal documents under which the Bonds will be issued, and federal tax law and securities law provisions applicable to the Bonds, as to completeness and accuracy.
- g. Assist the District in presenting information to bond rating organizations and providers of credit enhancement relating to legal issues affecting the issuance of the Bonds.
- h. Such other and further services as are normally and traditionally performed by bond counsel in connection with similar financings.

Attorneys' Bond Opinion will be delivered by Attorneys on the date the Bonds are exchanged for their purchase price (the "Closing").

The Bond Opinion will be based on facts and law existing as of its date, will cover certain matters not directly addressed by such authorities, and will represent Attorneys' judgment as to the proper treatment of the Bonds for federal income tax purposes. Attorneys' opinion is not binding on the Internal Revenue Service ("IRS") or the courts. Attorneys cannot and will not give any opinion or assurance about the effect of future changes in the Internal Revenue Code of 1986 (the "Code"), the applicable regulations, the interpretation thereof or the enforcement thereof by the IRS. Client acknowledges that future legislation, if enacted into law, or clarification of the Code may cause interest on the Bonds to be subject, directly or indirectly, to federal income taxation, or otherwise prevent owners of the Bonds from realizing the full current benefit of the tax status of such interest. The introduction or enactment of any such future legislation or clarification of the Code may also affect the market price for, or marketability of, the Bonds. Attorneys will express no opinion regarding any pending or proposed federal tax legislation.

In rendering the Bond Opinion, Attorneys will rely upon the certified proceedings and other certifications of public officials and other persons furnished to Attorneys without undertaking to verify the same by independent investigation, and Attorneys will assume continuing compliance by the District with applicable laws relating to the Bonds.

Section 3. Scope of Engagement as Disclosure Counsel. Attorneys shall perform all of the following services as disclosure counsel in connection with the issuance and sale of the Bonds:

- a. Prepare the disclosure document to be reviewed by potential Bond investors, known as the Official Statement (both preliminary and final), or other disclosure documents in connection with the offering of the Bonds.
- b. Confer and consult with the officers and administrative staff of the District as to matters relating to the Official Statement.
- c. Attend meetings either in person or via teleconference at which the Official Statement is to be discussed, as deemed necessary by Attorneys for the proper exercise of their due diligence with respect to the Official Statement, or when specifically requested by the District to attend.
- d. On behalf of the District, prepare the bond purchase contract or official notice of sale pursuant to which the Bonds will be sold and a continuing disclosure certificate of the District to assist the underwriter with complying with Securities and Exchange Commission Rule 15c2-12.
- e. Subject to the completion of proceedings to the satisfaction of Attorneys, provide a letter of Attorneys addressed to the District and the underwriter that, although Attorneys are not passing upon and do not assume any responsibility for the accuracy, completeness or fairness of the statements contained in the Official Statement and make no representation that Attorneys have independently verified the accuracy, completeness or fairness of any such statements, no facts have come to Attorneys' attention that cause Attorneys to believe that the Official Statement as of the date of the Official Statement or the date of Closing contains any untrue statement of a material fact or omits to state any material fact necessary in order to make the statements therein, in the light of the circumstances under which they were made, not misleading; provided that

Attorney's may exclude from said statement any financial and statistical data and forecasts, numbers, estimates, assumptions and expressions of opinion, and information concerning bond insurance (if any) or the Depository Trust Company and the book-entry system for the Bonds.

Section 4. Excluded Services. Our duties in this engagement are limited to those expressly set forth above in Section 2 and Section 3, except as expressly set forth in a written amendment to this Agreement. Among other things, our duties do not include:

- a. Preparing requests for tax rulings from the Internal Revenue Service, or "no-action" letters from the Securities and Exchange Commission.
- b. Preparing blue sky or investment surveys with respect to the Bonds, or performing research regarding the Client's past compliance with regard to prior undertakings pursuant to Securities and Exchange Commission Rule 15c2-12, if any.
- c. Except as described in paragraph 2(b) above, drafting state constitutional or legislative amendments.
- d. Pursuing test cases or any other litigation, such as contested validation actions or legal challenges which arise during the election proceedings.
- e. Making an investigation or expressing any view as to the creditworthiness of the Client or the Bonds.
- f. After Closing, providing advice concerning any actions necessary to assure compliance with any continuing disclosure undertaking under Securities and Exchange Commission Rule 15c2-12.
- g. Representing the Client in Internal Revenue Service examinations, audits or inquiries, or Securities and Exchange Commission investigations.
- h. After Closing, unless specifically requested to do so by Client, and agreed to by Attorneys, providing continuing advice to the Client or any other party concerning any actions that need to be taken regarding the Bonds; e.g., actions necessary to assure that interest paid on the Bonds will continue to be excludable from gross income for federal income tax purposes (e.g., our engagement does not include rebate calculations for the Bonds).
- i. Reviewing or opining on the business terms of, validity, or federal tax consequences of any investment agreement that the Client may choose as an investment vehicle for the proceeds of the Bonds, unless the Client and Attorneys agree on the terms of such review and compensation for such review.
- j. Reviewing or opining on the business terms of, validity, or federal tax consequences of any derivative financial products, such as an interest rate swap agreement, that the Client may choose to enter into in connection with the issuance of the Bonds, unless the Client and Attorneys agree on the terms of such review and compensation for such review.

- k. Reviewing, advising or opining on service contracts relating to proposed bond projects such as architect contracts, construction contracts or the methods of obtaining said services, or providing advice or opining on or reviewing applications relating to federal or state grant programs or other matching fund programs.
- l. Other than explaining legal requirements or considerations, advising on financial or business decisions with respect to a proposed issue, such as the par amount of the debt to be issued or other pricing variables.
- m. Addressing any other matter not specifically set forth above that is not required to render our Bond Opinion.

Section 5. Conflicts; Prospective Consent. Attorneys represent many political subdivisions, investment banking firms and financial advisory firms. It is possible that during the time that Attorneys are representing the District, one or more of Attorneys present or future clients will have transactions with the District. It is also possible that Attorneys may be asked to represent, in an unrelated matter, one or more of the entities involved in the issuance of the Bonds. Attorneys do not believe such representation, if it occurs, will adversely affect Attorneys' ability to represent you as provided in this Agreement, either because such matters will be sufficiently different from the issuance of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Bonds. Execution of this Agreement will signify the District's consent to Attorneys' representation of others consistent with the circumstances described in this paragraph.

Section 6. Compensation. For the services of Attorneys performed pursuant to the terms of this Agreement, the fee to be paid by the District shall be calculated as follows:

- a. One percent (0.01) of the principal amount of the first \$1.5 million or any portion thereof of the Bonds issued and delivered;
- b. Three-quarters of one percent (0.0075) of the principal amount of the next \$4.0 million or any portion thereof of the Bonds issued and delivered;
- c. One-quarter of one percent (0.0025) of the principal amount of the next \$7.5 million or any portion thereof of the Bonds issued and delivered;
- d. One-tenth of one percent (0.0010) of any bonds issued in excess of \$13 million or any portion thereof;
- e. In the event Attorneys prepare an Official Statement as Disclosure Counsel \$20,000 will be paid in addition to the fee calculated above;
- f. The total fee paid to Attorneys for services as Bond Counsel and Disclosure Counsel for any single bond issuance shall not exceed \$65,000.

Of said fee, \$2,000 of the fee for the first issuance relates to pre-election legal services provided in connection with the election and will be billed separately from the balance of the fee which relates to bond issuance. If the Bonds are issued in more than one series, said Bond Counsel and Disclosure Counsel fee applies to each series of bonds issued. Reimbursable

expenses (such as costs of copying documentation, transcript preparation, travel) may be billed by Attorneys in an amount of not to exceed \$2,500

The foregoing fees are not set by law but are negotiable between Attorneys and Client.

To the extent Client requires Bond Counsel and/or Disclosure Counsel services in connection with other financings not described herein which Attorneys are qualified to provide, this Agreement may be supplemented by addenda providing the applicable fee.

Section 7. Responsibilities of the Client.

(a) **General.** The District will cooperate with Attorneys and furnish Attorneys with certified copies of all proceedings taken by the District, or otherwise deemed necessary by Attorneys to render an opinion upon the validity of the proceedings. During the course of this engagement, Attorneys will rely on District to provide Attorneys with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. Attorneys are not responsible for costs and expenses incurred incidental to the actual issuance and delivery of the Bonds, including the cost of preparing certified copies of proceedings required by Attorneys in connection with the issuance of the Bonds, and printing and publication costs.

(b) **Federal Tax Law-Related Responsibilities.** The Code imposes various restrictions, conditions and requirements relating to the exclusion from gross income for federal income tax purposes of interest on obligations such as the Bonds. As a condition of Attorneys issuing their opinion, you will be required to make certain representations and covenants to comply with certain restrictions designed to insure that interest on the Bonds will not be included in federal gross income. Inaccuracy of these representations or failure to comply with these covenants may result in interest on the Bonds being included in gross income for federal income tax purposes, possibly from the date of original issuance of the Bonds. Attorneys' opinion will assume the accuracy of these representations and compliance with these covenants. Attorneys will not undertake to determine (or to inform any person) whether any actions taken (or not taken) or events occurring (or not occurring) after the date of issuance of the Bonds may adversely affect the value of, or the tax status of interest on, the Bonds. In this regard, Client agrees to familiarize itself with the relevant requirements and restrictions necessary for the Bonds to qualify for exemption from federal income taxation and to exercise due diligence both before and after issuance of the Bonds in complying with these requirements.

Section 8. Independent Contractor. Attorneys will act as an independent contractor in performing the services required under this Agreement, and under no circumstances shall Attorneys be considered an agent, partner, or employee of the District.

Section 9. Assignment. Attorneys may not assign their rights or delegate their obligations under this Agreement, in whole or in part, except with the prior written consent of the Client.


* * * * *

IN WITNESS WHEREOF, the District and Attorneys have executed this Agreement as of the date first above written.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By _____
Authorized Officer

JONES HALL, A PROFESSIONAL LAW CORPORATION


By _____
William Kadi
Shareholder

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

SUBJECT: Contract for Services with IXL Learning

DATE: October 3, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with IXL Learning online curriculum pilot at Robert Down Elementary School.

BACKGROUND:

Robert Down Elementary School (RHD) math pilot teachers asked for additional online support to complement the new SWUN math curriculum; however, due to budget concerns, monies were not set aside for this cost through the Curriculum Department. IXL has been used at RHD at the 4th grade level for several years to provide enrichment opportunities for students in Math, but there is interest to expand its use to the other grade levels. Cost includes access for up to 450 K-5 students from October 2019 through April 1, 2020.

INFORMATION:

RHD Leadership would like to pilot IXL to determine its effectiveness for not only math, but to provide enrichment in English Language Arts, Science, Social Studies, and Spanish, all programs offered in the pilot with no extra cost. This pilot will also guide the RHD Site Council with budget allocations for the 2020-21 school year if the pilot is deemed a success, especially with the option of online Spanish.

FISCAL IMPACT:

\$945.00 from RHD site funds.



IXL Learning
 777 Mariners Island Blvd., Suite 600
 San Mateo, CA 94404

QUOTE

QUOTE # 590488-10
 DATE: SEPTEMBER 17, 2019

TO:

Daniel Schwartz
 Pacific Grove Unified School District
 485 Pine AVE.
 Pacific Grove, CA 93950-3401

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	TERMS	SUBSCRIPTION DURATION	QUOTE VALID UNTIL
Allie Roush		October 1, 2019 – April 1, 2020	October 17, 2019

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 450 students, including: Grades K-5: 450 students Subjects: Math, ELA, Science, and Social studies	\$450.00	\$450.00
1	IXL Spanish for 450 students	\$0.00	\$0.00
1	IXL Foundations I: Getting started (90-minute virtual professional learning session) <i>Unlimited instructor accounts included</i>	\$495.00	\$495.00
SUBTOTAL			\$945.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$945.00

Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.



SALES CONTRACT
 CONTRACT #22852
 September 17, 2019

IXL Learning
 777 Mariners Island Blvd., Suite 600
 San Mateo, CA 94404

CUSTOMER

Daniel Schwartz
 Pacific Grove Unified School District
 485 Pine AVE.
 Pacific Grove, CA 93950-3401

SUBSCRIPTION INFO

Salesperson	Quote #	Subscription duration
Allie Roush	590488-10	Oct 1, 2019 – Apr 1, 2020

PAYMENT PLAN

Amount	Invoice date
\$945	October 17, 2019
TOTAL	\$945

Price valid until October 17, 2019

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE

 **DATE**

9/17/19

Please contact IXL Learning with any questions regarding this sales contract:
 Toll-free (855) 255-8800 | Direct (650) 372-4300 | E-mail orders@ixl.com
 Completed sales contracts should be faxed to (650) 372-4301 or e-mailed to orders@ixl.com.



TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

All checks should be mailed to:

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

Credit card payments may be made by phone at (855) 255-8800.

Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.

3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our websites Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learnings website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individuals account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Childrens Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.

6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
 - a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
 - b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (v) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.
 - c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.
 - d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.
7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTHS FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

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

SUBJECT: Contract for Services with Habitat Gardens at Pacific Grove Middle School

DATE: October 3, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Habitat Gardens at Pacific Grove Middle School for installation of drought tolerant and native landscaping.

BACKGROUND:

Towards the end of this summer staff met with California American representatives and were awarded a \$50,000 grant to replace sod with drought tolerant and native landscaping. All parties were in agreement that the front of the Middle School would be the ideal location for this project. Funds need to be spent by December 13, 2019 to receive the reimbursement so this project has a very tight time line.

To date, Cal Am has conducted a water audit and we have met with a local contractor to provide a design build proposal to install the landscaping. Cal-Am is preparing a contract and will be brought to the board for approval immediately after staff receives it.

INFORMATION:

Staff met with Habitat Gardens for an initial proposal and planning meeting. The proposal attached is to remove the majority if not all the sod kikuyu and replace with 910 native and drought tolerant plants and 3”4” of wood chips. Because there is such a short time line for completion this project will mostly be a design-build as to the layout and type of native plants. With winter rains coming it is an ideal time of year to plant and the plan is to not install any irrigation. There will be some minor hand watering next summer and possibly the next summer before the plants are established.

By approving this contract we can start planning and minor designing while not incurring any costs as we wait for the Cal-Am contract. Authorization to proceed and incur costs will be contingent on the approval of the Cal-Am contract.

FISCAL IMPACT:

Amount of service \$41,400.00

Contract timeframe – October 4, 2019 – December 31, 2019

Funding Source – California American Landscape Grant. This was not budgeted as the grant was awarded to us after the start of the new fiscal year. There is no cost to the District for this contract.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

AGREEMENT FOR CONTRACTOR SERVICES

(To be used for provision of services involving potential for liability exposure for District)

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

<u>Habitat Gardens</u>	<u>Lic # 805848</u>		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
<u>2108 Sunset Drive</u>	<u>Pacific Grove</u>	<u>CA</u>	<u>93950</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on October 4, 2019 and shall be completed on or before December 31, 2019.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Remove and replace existing sod with native plants and wood chip mulch per proposal #1028 at Pacific Grove Middle School.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. Prior to starting, the work shall be authorized by the District in writing. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT’S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR’S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid by invoicing the District monthly based off of end of month progress. Total Contract amount is \$41,400.00 and is contingent on the approval of the Cal-Am landscape grant contract.

Source of Funds: Fund 01 General Fund

- K. Payments will be made by the District to the Contractor as follows:
 - 1) Lump sum upon completion of services rendered.
 - X 2) Monthly - in accordance with provision of services as invoiced
 - 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2018.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -



Imagery ©2019 Google, Map data ©2019, Map data ©2019 20 ft



= Area of Project

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

SUBJECT: Resolution No. 1034 Congratulating Community Human Services 50th Anniversary

DATE: October 3, 2019

PERSON RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends the Board adopt Resolution No. 1034 Congratulating Community Human Services 50th Anniversary.

INFORMATION AND BACKGROUND:

Community Human Services is a 501c(3) nonprofit agency and Joint Powers Authority, and is celebrating 50 years of providing substance abuse, mental health and homeless services to middle and low income individuals and families in Monterey County.

Pacific Grove Unified School District wishes to congratulate Community Human Services on their 50th Anniversary of helping the residents of Monterey County realize their full potential and making a positive impact on Monterey County.

FISCAL IMPACT:

None

RESOLUTION NO. 1034
Community Human Services
50th Anniversary

WHEREAS, Community Human Services, a 501c(3) nonprofit agency and Joint Powers Authority, is celebrating 50 years of providing substance abuse, mental health and homeless services to middle and low income individuals and families in Monterey County; and

WHEREAS, Community Human Services is dedicated to helping people receive the care and support they need by removing barriers to make services more accessible; and

WHEREAS, Community Human Services fosters change in the community by reducing the need for social services, law enforcement, hospitals, jails and prisons, and improves academic and social outcomes for the next generation; and

WHEREAS, Community Human Services helps individuals develop new skills, learn new behaviors, and learn how to access other available community resources to create lasting change in their lives; and

WHEREAS, Community Human Services believes that the best approach to helping individuals is to provide comprehensive services that focus on prevention, education, and recovery; and

WHEREAS, Community Human Services addresses underlying conditions or root causes of personal, family and community problems, whether it is addiction, domestic violence, mental illness, emotional health, homelessness, child abuse, or any number of problems that people have difficulty solving on their own; and

WHEREAS, Community Human Services provides treatment from the perspective that a combination of physical, emotional, and spiritual health is vital to building a strong, peaceful community for all residents of Monterey County.

NOW, THEREFORE, be it resolved, that Pacific Grove Unified School District does hereby congratulate Community Human Services on their 50th Anniversary of helping the residents of Monterey County realize their full potential and making a positive impact on Monterey County.

Passed and Adopted on the Third Day of October 2019

John Paff, President

Brian Swanson, Clerk

Debbie Crandell, Board Member

Cristy Dawson, Board Member



www.pgusd.org

Jon Walton, Board Member

Ralph Gomez Porras, Superintendent

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

SUBJECT: Resolution No. 1035 and No. 1036 To Order An Election To Authorize The Issuance Of School Bonds, Establishing Specifications Of The Election Order, And Requesting Consolidation With Other Elections Occurring On March 3, 2020

DATE: October 3, 2019

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

RECOMMENDATION:

The District Administration recommends the Board review and adopt Resolution No. 1035 and Resolution No. 1036 calling for March 3, 2020 bond election with direction to the Superintendent to file only one with the Monterey County Registrar of Voters based on subsequent recommendations of the District's Bond Counsel and Financial Advisor, and outcome of SB268.

BACKGROUND:

At the September 5, 2019 Board meeting, Financial Advisor Dale Scott presented the Community and Staff survey results to the Board. The Board then directed Mr. Scott to prepare the necessary procedures for a March 2020 General Obligation Bond.

The District has facility improvement needs, and a Facility Projects List has been presented to and approved by the Board. A local school bond measure, approved by at least 55% of District voters, can provide a source of funding upon voter approval. March 3, 2020 is the date of the statewide primary election, a date on which local bond measures can be placed on the ballot.

INFORMATION:

The Resolutions for Board consideration call for a bond measure to be placed on the March 3, 2020 ballot, seeking voter approval to issue up to \$30 million in general obligation bonds. If successful, the bonds will be issued to finance the types of projects described on Appendix A of the Resolution, which will be printed in the sample ballot. Appendix A also contains information relating to transparency and accountability, such as citizens oversight and annual audits, required by State law to be included in the bond measure. Appendix B contains the 75-word statement of the measure. Appendix C presents certain estimates regarding tax rates and bond repayment which will also be printed in the sample ballot.

Senate Bill 268: Senate Bill 268 was passed by the State Legislature on September 12, 2019. If signed by the Governor, SB 268 will amend recently enacted ballot label requirements requiring that the 75-word statement presented to voters for bond measures include the amount of money the measure will raise annually, the rate of the tax to be levied, and the duration of the tax to be levied. While these measures were enacted with the intention of increasing transparency to voters regarding the costs of proposed ballot measures., local government entities believe they have resulted in voter confusion. SB 268 would allow local government bond measures to include increased transparency in the Tax Rate Statement provided in the ballot materials, with reference to such materials in the 75-word statement.

Due to the uncertainty created by SB 268, Bond Counsel recommends adoption of 2 alternate resolutions, one assuming SB268 becomes law and the other assuming SB268 does not become law. The Governor has until October 13, 2019 to act on the bill. Bond Counsel recommends that both resolutions be adopted with instructions to the Superintendent to obtain signatures on and file only one with the Registrar of Voters based on the outcome of SB268 and the recommendation of Bond Counsel and Financial Advisor.

FISCAL IMPACT:

General obligation bonds, if approved, provide funds for capital facilities projects, which are repaid from property tax collections levied and collected in the District on property tax bills while bonds are outstanding.

Summary of Action Item for October 3, 2019

Action Item: RESOLUTION OF THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON MARCH 3, 2020

Note: 4 'yes' votes required for adoption

Background: The Pacific Grove Unified School District has facility improvement needs, and a local school bond measure, approved by at least 55% of District voters, can provide a source of funding upon voter approval. March 3, 2020 is the date of the statewide primary election, a date on which local bond measures can be placed on the ballot.

The Resolutions for Board consideration call for a bond measure to be placed on the March 3, 2020 ballot, seeking voter approval to issue up to \$30 million in general obligation bonds. If successful, the bonds will be issued to finance the types of projects described on Appendix A of the Resolution, which will be printed in the sample ballot. Appendix A also contains information relating to transparency and accountability, such as citizens oversight and annual audits, required by State law to be included in the bond measure. Appendix B contains the 75-word statement of the measure. Appendix C presents certain estimates regarding tax rates and bond repayment which will also be printed in the sample ballot.

Due to the passage of SB268 by the California Legislature on September 13, 2019 bond counsel recommends adoption of 2 alternate resolutions, one assuming SB268 becomes law and the other assuming SB268 does not become law. The Governor has until October 13, 2019 to act on the bill. SB268 makes changes to tax rate and levy wording required to be contained in the 75 word abbreviated form of bond measure ballot, and also changes the information required to be contained within the Tax Rate Statement printed in the voter guide. Bond Counsel recommends that both resolutions be adopted with instructions to the Superintendent to obtain signatures on and file only one with the Registrar of Voters based on the outcome of SB268 and the recommendation of Bond Counsel and Financial Advisor.

Fiscal Impact: General obligation bonds, if approved, provide funds for capital facilities projects, which are repaid from property tax collections levied and collected in the District on property tax bills while bonds are outstanding.

Recommendation: Adopt two Resolutions calling March 3, 2020 bond election with direction to Superintendent to file only one with the Monterey County Registrar of Voters based on subsequent recommendations of the District's Bond Counsel and Financial Advisor, and outcome of SB268.

RESOLUTION NO. 1035

**RESOLUTION OF THE BOARD OF EDUCATION OF THE
PACIFIC GROVE UNIFIED SCHOOL DISTRICT ORDERING AN
ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS,
ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND
REQUESTING CONSOLIDATION WITH OTHER ELECTIONS
OCCURRING ON MARCH 3, 2020
(SB268)**

WHEREAS, the Pacific Grove Unified School District (the "District") in Monterey County (the "County"), State of California (the "State"), is committed to providing quality education to its students; and

WHEREAS, the District's facilities are in need of construction and modernization including for repairs, upgrades, and safety improvements in order to provide the education District students deserve in a safe and modern environment; and

WHEREAS, a local funding source is needed to enable the District to provide said facilities for its present and future students; and

WHEREAS, the Board of Education of the District (the "Board") has determined that it is necessary to address the foregoing concerns, among others, to ensure that its schools are upgraded, repaired, improved and equipped; and

WHEREAS, on November 7, 2000, the voters of the State of California approved Proposition 39 ("Proposition 39"), which amended Articles XIII A of the California Constitution ("Article XIII A") to allow for the levy of *ad valorem* property taxes for the payment of bonded indebtedness of a school district, community college district or county office of education approved by at least 55 percent of the voters voting on such proposition; and

WHEREAS, upon the passage of Proposition 39, the Strict Accountability in Local School Construction Bond Act of 2000, being California Education Code Section 15264 and following (the "Act"), became operative; and

WHEREAS, in order to address the facilities needs of the District as described herein, in the judgment of the Board, it is advisable to call an election pursuant to the Act to submit to the electors of the District the question whether bonds of the District shall be issued and sold pursuant to the authority of Article XVI Section 18 of the California Constitution and Article XIII A (together with the Act, the "Law") for the purposes authorized by the Law and as described more particularly in Appendix A hereto (the "Full Text of Bond Measure"); and

WHEREAS, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election, upon a two-thirds vote of the Board; and

WHEREAS, the Board desires to call an election in the District pursuant to the Law on March 3, 2020, which is the date of the statewide primary election, and pursuant to

Education Code Section 15121 and Elections Code Section 10400 and following, to request consolidation with any and all other elections held in the District on such date, and to request the Monterey County Registrar of Voters (the “County Registrar”) to perform election services for the District; and

WHEREAS, Senate Bill 268 (“SB 268”) was passed by the State legislature and signed by the Governor on _____, and the law and amendments to existing law contained therein will become effective January 1, 2020, permitting school districts to choose how specific information will appear on the ballot label for general obligation bond measures, and declares in its text that it is the intent of the State legislature that election officials prepare ballot materials for the March 3, 2020, primary election in compliance with SB 268; and

WHEREAS, in connection with the election ordered hereby, it is the desire and intent of the Board to have the ballot materials prepared to reflect the law as amended by SB 268, and to direct the County election official to include in the ballot label the phrase “See voter guide for tax rate information” and to include in the tax rate statement mailed to voters the information required by Elections Code Section 9400 and Section 9401, as amended by SB 268; and

WHEREAS, United States Income Tax Regulations section 1.150-2 provides generally that proceeds of tax-exempt debt are not deemed to be expended when such proceeds are used for reimbursement of expenditures made prior to the date of issuance of such debt unless certain procedures are followed, one of which is a requirement that (with certain exceptions), prior to the payment of any such expenditure, the issuer declares an intention to reimburse such expenditure; and

WHEREAS, the Board wishes at this time to take the necessary actions to declare its official intent to reimburse the expenditures referenced herein from the proceeds of bonds issued pursuant to voter authorization; and

WHEREAS, in connection with the calling of a bond election and in accordance with Education Code Section 15100 subparagraph (c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations made by the County assessor; and

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$30 million for the purposes described in the ballot measure approved under Section 4 and attached hereto as Appendix A (Full Text of Bond Measure) and Appendix B (Abbreviated Text of Bond Measure), and paying all costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the “specifications of the election order” pursuant to Education Code Section 5322.

Section 3. Election Date. The date of the election shall be March 3, 2020, and such bond election shall be held solely within the boundaries of the District. The boundaries of the District have not changed since the District's last election.

Section 4. Purpose of Election; Ballot Measure. The purpose of the election shall be for the voters in the District to vote on a bond measure, a full copy of which is attached hereto as Appendix A and marked "Appendix A – Full Text of Bond Measure" (the "Full Text of the Measure"), containing the question of whether the District shall issue general obligation bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Full Text of the Measure, which commences with the heading "FULL TEXT OF BOND MEASURE" and includes all of the text thereafter on Appendix A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure by the County elections official.

As required by Education Code Section 5322 and Elections Code Section 13247, and in accordance with Elections Code Section 13119, the abbreviated statement of the measure to appear on the ballot is attached hereto as Appendix B and is marked as "Appendix B – Abbreviated Form of Bond Measure." The Board hereby informs the County election official in accordance with Elections Code Section 13119(b)(2) (as amended by SB 268) that the phrase "*See voter guide for tax rate information*" shall be included in the abbreviated statement of the measure, as set forth in Appendix B.

Appendix A, Appendix B, and Appendix C have been prepared with the intent of conforming to all applicable legal requirements, including the law as enacted by SB 268. The President of the Board and the Superintendent are hereby separately authorized and directed to make any changes to the text of the bond measure as described herein to conform to any requirements of the Law or the County Registrar, to changes in applicable legal provisions, and upon the advice of its legal counsel. Any such changes shall be directed in writing by the Superintendent to the County Registrar.

Section 5. Authority for Election. The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code, Article XVI Section 18(b) of the California Constitution and paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 6. Proceeds for School Facilities Projects. The Board certifies that the proceeds from the sale of the bonds will be used only for the purposes specified in Article XIII A, Section 1(b)(3) as further specified in Appendix A, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Further, as required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the list of school facilities projects set forth in Appendix A.

Section 7. Covenants of the Board upon Approval of the Bonds by the Electorate; Accountability Measures. As required by Article XIII A, Section 15278 of the Act, and Government Code Section 53410, in the event 55 percent of the voters voting in the District approve of the Bonds, the Board shall:

- (a) conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Appendix A;
- (b) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects listed in Appendix A;
- (c) establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;
- (d) apply the Bond proceeds only to the specific purposes stated in the ballot proposition;
- (e) cause the creation of accounts into which bond proceeds shall be deposited; and
- (f) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

Section 8. State Matching Funds. The Board hereby finds that some of the projects identified on the Full Text of Measure will require state matching funds for completion. As such, the statement required by Education Code Section 15122.5 has been included in the Full Text of Measure attached hereto which shall be reproduced in the sample ballot.

Section 9. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the County Registrar, and (2) the Monterey County Clerk of the Board of Supervisors (the "Clerk of the Board") for purposes of consolidation pursuant to Elections Code Section 10403. The Resolution shall be received by the County Registrar and the Clerk of the Board no later than 88 days prior to the election date, unless otherwise permitted by law.

The County Registrar is hereby requested to print the full text of the ballot measure in the ballot materials as it appears on Appendix A hereto and to provide all required notices of the election and other notices related thereto.

Section 10. Consolidation of Election; Request to Provide Services. The County Registrar and the Monterey County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 3, 2020 within the District.

Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of Monterey County is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse Monterey County in full upon presentation of a bill from the County, such services to include the publication of a formal Notice of School Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

Section 11. Approval of Tax Rate Statement. Pursuant to Elections Code Section 9400 and following and in accordance with Elections Code Section 13119(b)(3), a tax rate statement has been prepared in the form attached hereto as Appendix C, which form of Tax Rate Statement is hereby approved for inclusion in the sample ballot. The President of the Board, the Superintendent, or any written designee of the foregoing, are hereby separately authorized and directed to execute the tax rate statement, and to file said Statement with the County Registrar, in accordance with Section 9 hereof.

Section 12. Ballot Arguments. As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument.

Section 13. Maturity Limit of Bonds. The Bonds may be issued in one or more series by the District from time to time, and each series of Bonds shall mature not more than the legal limit at the time of such issuance thereof. The Bonds shall be issued under the Act, under the provisions of Section 53506 *et seq.* of the California Government Code, or under any other provision of law authorizing the issuance of general obligation bonds by school districts.

Section 14. Estimates Included in Ballot Materials. The measure and related tax rate statement authorized by this Resolution includes certain information which is based upon reasonable assumptions and current expectations, which may include information with respect to the amount of money required to repay issued bonds, the estimated rate of the approved tax per \$100 of assessed valuation, and the period through which the proposed tax supporting bond repayment will be levied and collected. Any such estimates have been provided by the District in good faith based upon information currently available to the District, but depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan. As expressly provided by California Elections Code Section 9406 and Section 13119 subdivision (d), the estimates and projections set forth above shall not restrict the tax imposed in accordance with the bond measure. Such estimates and approximations are not intended by the Board to be additional restrictions on the District's bond program and bond issuances, and, other than the total principal amount of bonds authorized to be issued by the bond measure, shall not represent legal maximums or additional limitations on bond issuance.

Section 15. Reimbursement. The District hereby declares that it may pay certain costs of the projects listed in Appendix A prior to the date of issuance of bonds and, in such case, intends to use a portion of the proceeds of bonds for reimbursement of expenditures for the projects that are paid before the date of issuance of bonds.

Section 16. Official Actions. The President of the Board and the Superintendent are hereby separately authorized and directed to execute and deliver to County officials any directions, requisitions or other writings, and to make any changes to the texts of the measure as described herein and in the tax rate statement, to conform to any legal requirements or the County Registrar, in order to cause the election to be held and conducted in the District.

Section 17. Effective Date. This resolution shall take effect on and after its adoption.

* * * * *

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District of Monterey County, being the Board authorized by law to make the designations therein contained by the following vote, on October 3, 2019.

Adopted by the following votes: *[2/3 of entire Board required for approval]*

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board

Attest:

Clerk/Secretary of the Board

APPENDIX A

FULL TEXT OF BOND MEASURE

INTRODUCTION

The following is the abbreviated form of the bond measure:

“To replace outdated plumbing and electrical systems; upgrade fire alarms and emergency communication systems; repair or replace roofs; improve handicapped access; renovate aging restrooms; upgrade heating and air conditioning systems; and modernize classrooms at schools throughout the district, shall the Pacific Grove Unified School District measure authorizing \$30 million of bonds be adopted with legal rates, annual audits, independent oversight and no increase in current estimated tax rates (see voter guide for additional tax rate information)?”

BOND AUTHORIZATION

By approval of this measure by at least 55 percent of the registered voters voting on the measure, the Pacific Grove Unified School District will be authorized to issue and sell bonds of up to \$30 million in aggregate principal amount at interest rates not to exceed legal limits and to provide financing for the specific types of school facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

ACCOUNTABILITY REQUIREMENTS

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

Evaluation of Needs. The School Board has identified detailed facilities needs of the District and has determined which projects to finance from a local bond. The School Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List shown below.

Independent Citizens’ Oversight Committee. Following approval of this measure, the Board of Trustees will establish an Independent Citizens’ Oversight Committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended only on the types of school facilities projects listed below. The committee will be established within 60 days of the date when the results of the election appear in the minutes of the School Board.

Performance Audits. The School Board will conduct annual, independent performance audits to ensure that the bond proceeds have been expended only on the school facilities projects listed below.

Financial Audits. The School Board will conduct annual, independent financial audits of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed below.

Government Code Accountability Requirements. As required by Section 53410 of the Government Code, (1) the specific purpose of the bonds is set forth in this Full Text of the Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the Monterey County Treasurer, as required by the California Education Code, and (4) the Superintendent of the District shall cause an annual report to be filed with the Board of Education of the District not later than January 1 of each year, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by Sections 53410 and 53411 of the Government Code.

NO TEACHER OR ADMINISTRATOR SALARIES

Proceeds from the sale of bonds authorized by this measure shall be used only for the purposes specified in Article XIII A, Section 1(b)(3), those being for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and the acquisition or lease of school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

STATE MATCHING FUNDS

The following statement is included in this measure pursuant to Education Code Section 15122.5: Approval of this measure does not guarantee that the proposed project or projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the project or projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.

PACIFIC GROVE USD - BOND PROJECT LIST

Scope of Projects. Bond proceeds will be expended on the construction, reconstruction, rehabilitation, or replacement of school facilities of the Pacific Grove Unified School District, including furnishing and equipping, and the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries or other school operating expenses, in compliance with California Constitution Article XIII A, Section 1(b)(3). This measure authorizes bond projects to be undertaken at all current and future District sites including:

Forest Grove School
David Avenue Facilities

Robert Down School
Pacific Grove Middle School

Pacific Grove High School
 Community High School
 District Administrative Offices
 Adult Education Co-Op Preschools

Pacific Grove Adult Education Site
 Maintenance Facility
 Transportation Facility

School Facility Project List. The items presented on the following list provide are the types of projects authorized to be financed with voter-approved bond proceeds. Specific examples included on this list are not intended to limit the types of projects described on this list and authorized by this measure. The types of projects authorized are:

- Replace or repair deteriorating roofs, plumbing, sewer and gas lines and electrical systems
- Repair and refurbish classrooms
- Install, repair and/or replace electrical and lighting systems including energy saving upgrades
- Install exterior safety lighting on walkways and in parking lots
- Install, repair and/or replace and upgrade science and computer labs and classrooms
- Install, repair and/or replace science classroom fixtures
- Improve earthquake resistance systems
- Install insulation and weatherstripping
- Install, repair and/or replace flooring
- Install, repair and/or replace doors, door hardware, and keying
- Install, repair and/or replace ceilings
- Install, repair and/or replace interior and exterior finishes
- Install energy management systems
- Install new windows
- Improve site storm drainage
- Install, repair and/or replace and upgrade irrigation systems and drought tolerant landscaping
- Install, repair and/or replace fencing
- Install, repair and/or refurbish restrooms and shower areas
- Repair, replace or upgrade spectator bleachers
- Repair, replace or upgrade retaining walls
- Repair, replace or upgrade deteriorating athletic facilities including, but not limited to, baseball/softball, tennis, pool equipment, basketball, volleyball, and wrestling facilities
- Repair, replace or upgrade deteriorating athletic fencing and surfaces

- Install, repair and/or replace fire alarm and suppression systems
- Repair, replace or upgrade roofing and gutter systems
- Repair, replace or upgrade aging and inadequate heating, ventilation and air conditioning systems and controls
- Replace aging portable buildings with modern facilities
- Replace playgrounds to meet current safety and ADA standards.
- Repair, replace or upgrade elevators and lifts
- Repair, replace or upgrade theatre and musical facilities
- Upgrade older schools so they meet the same academic safety standards as newer schools
- Replace old windows to improve energy efficiency and improve learning environments
- Repair, replace, and/or install new artificial turf fields and all weather track surface
- Acquire, install and/or upgrade campus security systems, communications systems, and bell systems
- Improve site access and ADA compliance
- Renovate cafeterias and kitchens
- Repair or replace deteriorating asphalt, sidewalks and walkways
- Repair and refurbish classrooms
- Purchase, repair and/or replace maintenance vehicles
- Install, repair and/or replace Grounds equipment
- Install, repair and/or replace technological infrastructures and wiring, including but not limited to computer servers, WiFi systems, switches, and equipment rooms.

Each of the bond projects described in this Bond Project List include the costs of furnishing and equipping such facilities, and all costs which are incidental but directly related to the types of projects described above.

Examples of incidental costs include, but are not limited to: costs of design, engineering, architect and other professional services, facilities assessments, inspections, site preparation, utilities, landscaping, construction management and other planning and permitting, legal, accounting and similar costs; independent annual financial and performance audits; a customary construction contingency; demolition and disposal of existing structures; the costs of interim housing and storage during construction including relocation and construction costs incurred relating to interim facilities; rental or construction of storage facilities and other space on an interim basis for materials and other equipment and furnishings displaced during construction; costs of relocating facilities and equipment as needed in connection with the projects; interim classrooms and facilities

for students, administrators, and school functions, including modular facilities; federal and state-mandated safety upgrades; addressing unforeseen conditions revealed by construction/modernization and other necessary improvements required to comply with existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; costs of the election; project construction oversight, management and administration during the duration of such projects, including by District personnel, and bond issuance costs.

Unforeseen conditions may arise during the course of planning, design and construction resulting in the scope and nature of any of the specific projects described above being altered by the District. In the event that the District determines that a modernization or renovation project is more economical for the District or otherwise in the District's best interests to be undertaken as new construction, this bond measure authorizes said new construction, including land acquisition, relocation, expansion and construction and/or reconstruction, and all costs relating thereto. In addition, this measure authorizes the acquisition of real property, including necessary rights of ways or other real property interests, required to expand District facilities, to provide access to school or other District facilities, or to provide additional school or related facilities. Further, authorized projects include reimbursements for project costs previously paid and paying and/or prepaying interim or previously obtained financing for the types of projects included on the project list, such as bond anticipation notes, and including payment and prepayment of lease payments relating to projects and/or equipment previously financed. Finally, projects on this list may be undertaken and used as joint use projects with other public agencies.

Approval of the District's bond measure does not guarantee that all of the identified projects within this Bond Project List will be funded beyond what can be completed with funds generated by this bond measure. The District plans to pursue funds from the State of California, if available, to complete certain of the identified facilities projects. The District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.

The order in which projects are listed in the foregoing Bond Project List does not suggest an order of priority. Project prioritization is vested in and will be determined by the District Board of Education.

APPENDIX B
ABBREVIATED FORM OF BOND MEASURE

“To replace outdated plumbing and electrical systems; upgrade fire alarms and emergency communication systems; repair or replace roofs; improve handicapped access; renovate aging restrooms; upgrade heating and air conditioning systems; and modernize classrooms at schools throughout the district, shall the Pacific Grove Unified School District measure authorizing \$30 million of bonds be adopted with legal rates, annual audits, independent oversight and no increase in current estimated tax rates (see voter guide for additional tax rate information)?”

Bonds—Yes

Bonds—No

APPENDIX C

TAX RATE STATEMENT REGARDING PROPOSED PACIFIC GROVE UNIFIED SCHOOL DISTRICT GENERAL OBLIGATION BONDS

An election will be held in the Pacific Grove Unified School District (the "District") on March 3, 2020, to authorize the sale of up to \$30 million in bonds of the District to finance school facilities as described in the measure. If such bonds are authorized and sold, principal and interest on the bonds will be payable only from the proceeds of *ad valorem* tax levies made upon the taxable property in the District. The following information is provided in compliance with Sections 9400-9406 of the Elections Code of the State of California. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District, and other demonstrable factors.

Section 1. The following information is provided pursuant to Elections Code Section 9400:

1. Voters are referred to the FULL TEXT OF BOND MEASURE which is also published in this voter guide for a concise description of the purposes of the bonds which are secured by *ad valorem* property taxes. As described more particularly therein, the bond proceeds will finance the construction, improving, equipping and furnishing of local school facilities expected to benefit the community.
2. The tax rate will be determined annually and will be a single rate per \$100 of assessed valuation. See Section 2 for estimated annual tax rates.
3. The amount of the *ad valorem* tax rate levied annually to repay issued bonds can vary over time based on factors which include the principal amount of bonds issued, when bonds are issued, the term of the bonds and interest rates available in the bond markets at the time of the sale of the bonds, the total assessed valuation of taxable properties in the school district which are subject to the levy of the tax, and increases or decreases in assessed values, among others.
4. The tax expires upon the final payment of the bonded indebtedness. See Section 2 below for an estimate of final fiscal year it is anticipated that the tax will be collected.
5. The best estimate from official sources of the average annual dollar amount of taxes that would be collected during the 10-year period following the initial levy is \$1,895,000.

Section 2. The following information is provided pursuant to Elections Code Section 9400:

1. The best estimate of the average annual tax rate which would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.025 per \$100 of assessed valuation (or

- \$25.00 per \$100,000 of assessed value). The final fiscal year in which it is anticipated that the tax will be collected is 2038-39.
2. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.0425 per \$100 of assessed valuation (or \$42.50 per \$100,000 of assessed value). It is estimated that such rate would be levied starting in fiscal year 2033-34 and following.
 3. The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold is approximately \$38.5 million.

Voters should note the estimated tax rates are based on the assessed value (not market value) of taxable property on the County's official tax rolls. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

The attention of all voters is directed to the fact that, as expressly provided by California Elections Code Section 9406 and Section 13119 subdivision (d), the estimates and projections set forth above shall not restrict the tax imposed in accordance with the bond measure. The foregoing information has been prepared based upon projections and estimates only, which amounts are not maximum amounts or durations and are not binding upon the District. The actual debt service, tax rates and the years in which they will apply may vary from those used to provide the estimates set forth above, due to factors such as variations in the timing of bond sales, the par amount of bonds sold and market interest rates available at the time of each sale, actual assessed valuations over the term of the bonds, and other factors. The date and amount of bonds sold at any given time will be determined by the District based on the need for project funds and other considerations. The actual interest rates at which the bonds will be sold will depend on conditions in the bond market at the time of sale. Actual future assessed valuations will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

Superintendent
Pacific Grove Unified School District

RESOLUTION NO. 1036

RESOLUTION OF THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON MARCH 3, 2020

WHEREAS, the Pacific Grove Unified School District (the "District") in Monterey County (the "County"), State of California, is committed to providing quality education to its students; and

WHEREAS, the District's facilities are in need of repairs, upgrades, modernization and safety improvements in order to provide the education District students deserve in a safe and modern environment; and

WHEREAS, a local funding source is needed to enable the District to provide said facilities for its present and future students; and

WHEREAS, the Board of Education of the District (the "Board") has determined that it is necessary to address the foregoing concerns, among others, to ensure that its schools are upgraded, repaired, improved and equipped; and

WHEREAS, on November 7, 2000, the voters of the State of California approved Proposition 39 ("Proposition 39"), which amended Articles XIII A of the California Constitution ("Article XIII A") to allow for the levy of *ad valorem* property taxes for the payment of bonded indebtedness of a school district approved by at least 55 percent of the voters voting on such proposition; and

WHEREAS, upon the passage of Proposition 39, the Strict Accountability in Local School Construction Bond Act of 2000, being California Education Code Section 15264 and following (the "Act"), became operative; and

WHEREAS, in order to address the facilities needs of the District as described herein, in the judgment of the Board, it is advisable to call an election pursuant to the Act to submit to the electors of the District the question whether bonds of the District shall be issued and sold pursuant to the authority of Article XVI Section 18 of the California Constitution and Article XIII A (together with the Act, the "Law") for the purposes authorized by the Law and as described in Appendix A hereto (the "Full Text of Bond Measure"); and

WHEREAS, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election, upon a two-thirds vote of the Board; and

WHEREAS, the Board desires to call an election in the District pursuant to the Law on March 3, 2020, which is the date of the statewide primary election, and pursuant to Education Code Section 15121 and Elections Code Section 10400 and following, to

request consolidation with any and all other elections held in the District on such date, and to request the Monterey County Registrar of Voters (the “County Registrar”) to perform election services for the District; and

WHEREAS, in connection with the calling of a bond election and in accordance with Education Code Section 15100 subparagraph (c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations made by the County assessor; and

WHEREAS, United States Income Tax Regulations section 1.150-2 provides generally that proceeds of tax-exempt debt are not deemed to be expended when such proceeds are used for reimbursement of expenditures made prior to the date of issuance of such debt unless certain procedures are followed, one of which is a requirement that (with certain exceptions), prior to the payment of any such expenditure, the issuer declares an intention to reimburse such expenditure; and

WHEREAS, the Board wishes at this time to take the necessary actions to declare its official intent to reimburse the expenditures referenced herein from the proceeds of bonds issued pursuant to voter authorization;

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$30 million for the purposes described in the ballot measure approved under Section 4 and attached hereto as Appendix A (Full Text of Bond Measure) and Appendix B (Abbreviated Text of Bond Measure), and paying all costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the “specifications of the election order” pursuant to Education Code Section 5322.

Section 3. Election Date. The date of the election shall be March 3, 2020, and such bond election shall be held solely within the boundaries of the District. The boundaries of the District have not changed since the District’s last election.

Section 4. Purpose of Election; Ballot Measure. The purpose of the election shall be for the voters in the District to vote on a bond measure, a full copy of which is attached hereto as Appendix A and marked “Appendix A – Full Text of Bond Measure” (the “Full Text of the Measure”), containing the question of whether the District shall issue general obligation bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Full Text of the Measure, which commences with the heading “FULL TEXT OF BOND MEASURE” and includes all of the text thereafter on Appendix A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure by the County elections official. As required by Education Code Section 5322 and Elections Code Section 13247, the abbreviated form of the measure to appear on the ballot is attached hereto as Appendix B and is marked as “Appendix B –

Abbreviated Form of Bond Measure.” The President of the Board and the Superintendent are hereby separately authorized and directed to make any changes to this resolution or the text of the measure as described herein to conform to any requirements of the Law or the County Registrar.

Section 5. Authority for Election. The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code, Article XVI Section 18(b) of the California Constitution and paragraph (b) subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 6. Proceeds for School Facilities Projects. The Board certifies that the proceeds from the sale of the bonds will be used only for the purposes specified in Article XIII A, Section 1(b)(3) as further specified in Appendix A, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Further, as required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the list of school facilities projects set forth in Appendix A.

Section 7. Covenants of the Board upon Approval of the Bonds by the Electorate; Accountability Measures. As required by Article XIII A, Section 15278 of the Act, and Government Code Section 53410, in the event 55 percent of the voters voting in the District approve of the Bonds, the Board shall:

- (a) conduct an annual, independent performance audit to ensure that the funds have been expended only on the projects listed in Appendix A;
- (b) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects listed in Appendix A;
- (c) establish and appoint members to an independent citizens’ oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act;
- (d) apply the Bond proceeds only to the specific purposes stated in the ballot proposition;
- (e) cause the creation of accounts into which bond proceeds shall be deposited; and
- (f) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

Section 8. State Matching Funds. The Board hereby finds that some of the projects identified on the Full Text of Measure will require state matching funds for completion. As such, the statement required by Education Code Section 15122.5 has been included in the Full Text of Measure.

Section 9. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the Monterey County Superintendent of Schools, (2) the County Registrar, and (3) the Monterey County Clerk of the Board of Supervisors (the "Clerk of the Board") for purposes of consolidation pursuant to Elections Code Section 10403. The Resolution shall be received by the County Registrar and the Clerk of the Board no later than 88 days prior to the election date, unless otherwise permitted by law.

The County Registrar is hereby requested to print the full text of the ballot measure in the ballot materials as it appears on Appendix A hereto and to provide all required notices of the election and other notices related thereto.

Section 10. Consolidation of Election; Request to Provide Services. The County Registrar and the Monterey County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 3, 2020 within the District.

Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of Monterey County is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse Monterey County in full upon presentation of a bill from the County, such services to include the publication of a formal Notice of School Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

Section 11. Approval of Tax Rate Statement. Pursuant to Elections Code Section 9401, a tax rate statement has been prepared in the form attached hereto as Appendix C, which form of Tax Rate Statement is hereby approved for inclusion in the sample ballot. The President of the Board, the Superintendent, or any written designee of the foregoing, are hereby separately authorized and directed to execute the tax rate statement, and to file said Statement with the County Registrar, in accordance with Section 9 hereof.

Section 12. Ballot Arguments. As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument.

Section 13. Maturity Limit of Bonds. The Bonds may be issued in one or more series by the District from time to time, and each series of Bonds shall mature not more than the legal limit at the time of such issuance thereof. The Bonds shall be issued under the Act, under the provisions of Section 53506 *et seq.* of the California Government Code, or under any other provision of law authorizing the issuance of general obligation bonds by school districts.

Section 14. Reimbursement. The District hereby declares that it may pay certain costs of the projects listed in Appendix A prior to the date of issuance of bonds and, in such case, intends to use a portion of the proceeds of bonds for reimbursement of expenditures for the projects that are paid before the date of issuance of bonds.

Section 15. Official Actions. The President of the Board and the Superintendent are hereby separately authorized and directed to execute and deliver to County officials

any directions, requisitions or other writings, and to make any changes to the texts of the measure as described herein and in the tax rate statement, to conform to any legal requirements or the County Registrar, in order to cause the election to be held and conducted in the District.

Section 16. Effective Date. This resolution shall take effect on and after its adoption.

* * * * *

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District of Monterey County, being the Board authorized by law to make the designations therein contained by the following vote, on October 3, 2019.

Adopted by the following votes: *[2/3 of entire Board required for approval]*

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board

Attest:

Clerk/Secretary of the Board

APPENDIX A

FULL TEXT OF BOND MEASURE

INTRODUCTION

To replace outdated plumbing/electrical systems, upgrade fire alarms and emergency communication systems; repair/replace roofs and modernize classrooms at schools throughout the district, shall the Pacific Grove Unified School District measure authorizing \$30 million of bonds be adopted with legal rates, yearly levies of less than 3 cents per \$100 of assessed valuation while bonds are outstanding (generating an average of \$2.1 million dollars per year), annual audits, independent oversight and no estimated increase in current tax rates?

BOND AUTHORIZATION

By approval of this measure by at least 55 percent of the registered voters voting on the measure, the Pacific Grove Unified School District will be authorized to issue and sell bonds of up to \$30 million in aggregate principal amount at interest rates not to exceed legal limits and to provide financing for the specific types of school facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

ACCOUNTABILITY REQUIREMENTS

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIII A, Section 1(b)(3), of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following.)

Evaluation of Needs. The School Board has identified detailed facilities needs of the District and has determined which projects to finance from a local bond. The School Board hereby certifies that it has evaluated safety, class size reduction, enrollment growth, and information technology needs in developing the Bond Project List shown below.

Independent Citizens' Oversight Committee. Following approval of this measure, the Board of Education will establish an Independent Citizens' Oversight Committee, under Education Code Sections 15278 and following, to ensure bond proceeds are expended only on the types of school facilities projects listed below. The committee will be established within 60 days of the date when the results of the election appear in the minutes of the School Board.

Performance Audits. The School Board will conduct annual, independent performance audits to ensure that the bond proceeds have been expended only on the school facilities projects listed below.

Financial Audits. The School Board will conduct annual, independent financial audits of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed below.

Government Code Accountability Requirements. As required by Section 53410 of the Government Code, (1) the specific purpose of the bonds is set forth in this Full Text of the Measure, (2) the proceeds from the sale of the bonds will be used only for the purposes specified in this measure, and not for any other purpose, (3) the proceeds of the bonds, when and if issued, will be deposited into a building fund to be held by the Monterey County Treasurer, as required by the California Education Code, and (4) the Superintendent of the District shall cause an annual report to be filed with the Board of Education of the District not later than January 1 of each year, which report shall contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by Sections 53410 and 53411 of the Government Code.

NO TEACHER OR ADMINISTRATOR SALARIES

Proceeds from the sale of bonds authorized by this measure shall be used only for the purposes specified in Article XIII A, Section 1(b)(3), those being for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and the acquisition or lease of school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

STATE MATCHING FUNDS

The following statement is included in this measure pursuant to Education Code Section 15122.5: Approval of this measure does not guarantee that the proposed project or projects that are the subject of bonds under this measure will be funded beyond the local revenues generated by this measure. The District's proposal for the project or projects described below may assume the receipt of matching state funds, which, if available, could be subject to appropriation by the Legislature or approval of a statewide bond measure.

PACIFIC GROVE USD - BOND PROJECT LIST

Scope of Projects. Bond proceeds will be expended on the construction, reconstruction, rehabilitation, or replacement of school facilities of the Pacific Grove Unified School District, including furnishing and equipping, and the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries or other school operating expenses, in compliance with California Constitution Article XIII A, Section 1(b)(3). This measure authorizes bond projects to be undertaken at all current and future District sites including:

Forest Grove School	Robert Down School
David Avenue Facilities	Pacific Grove Middle School
Pacific Grove High School	Pacific Grove Adult Education Site
Community High School	Maintenance Facility
District Administrative Offices	Transportation Facility

Adult Education Co-Op Preschools

School Facility Project List. The items presented on the following list provide are the types of projects authorized to be financed with voter-approved bond proceeds. Specific examples included on this list are not intended to limit the types of projects described on this list and authorized by this measure. The types of projects authorized are:

- Replace or repair deteriorating roofs, plumbing, sewer and gas lines and electrical systems
- Repair and refurbish classrooms
- Install, repair and/or replace electrical and lighting systems including energy saving upgrades
- Install exterior safety lighting on walkways and in parking lots
- Install, repair and/or replace and upgrade science and computer labs and classrooms
- Install, repair and/or replace science classroom fixtures
- Improve earthquake resistance systems
- Install insulation and weatherstripping
- Install, repair and/or replace flooring
- Install, repair and/or replace doors, door hardware, and keying
- Install, repair and/or replace ceilings
- Install, repair and/or replace interior and exterior finishes
- Install energy management systems
- Install new windows
- Improve site storm drainage
- Install, repair and/or replace and upgrade irrigation systems and drought tolerant landscaping
- Install, repair and/or replace fencing
- Install, repair and/or refurbish restrooms and shower areas
- Repair, replace or upgrade spectator bleachers
- Repair, replace or upgrade retaining walls
- Repair, replace or upgrade deteriorating athletic facilities including, but not limited to, baseball/softball, tennis, pool equipment, basketball, volleyball, and wrestling facilities
- Repair, replace or upgrade deteriorating athletic fencing and surfaces
- Install, repair and/or replace fire alarm and suppression systems
- Repair, replace or upgrade roofing and gutter systems

- Repair, replace or upgrade aging and inadequate heating, ventilation and air conditioning systems and controls
- Replace aging portable buildings with modern facilities
- Replace playgrounds to meet current safety and ADA standards.
- Repair, replace or upgrade elevators and lifts
- Repair, replace or upgrade theatre and musical facilities
- Upgrade older schools so they meet the same academic safety standards as newer schools
- Replace old windows to improve energy efficiency and improve learning environments
- Repair, replace, and/or install new artificial turf fields and all weather track surface
- Acquire, install and/or upgrade campus security systems, communications systems, and bell systems
- Improve site access and ADA compliance
- Renovate cafeterias and kitchens
- Repair or replace deteriorating asphalt, sidewalks and walkways
- Repair and refurbish classrooms
- Purchase, repair and/or replace maintenance vehicles
- Install, repair and/or replace Grounds equipment
- Install, repair and/or replace technological infrastructures and wiring, including but not limited to computer servers, WiFi systems, switches, and equipment rooms.

Each of the bond projects described in this Bond Project List include the costs of furnishing and equipping such facilities, and all costs which are incidental but directly related to the types of projects described above.

Examples of incidental costs include, but are not limited to: costs of design, engineering, architect and other professional services, facilities assessments, inspections, site preparation, utilities, landscaping, construction management and other planning and permitting, legal, accounting and similar costs; independent annual financial and performance audits; a customary construction contingency; demolition and disposal of existing structures; the costs of interim housing and storage during construction including relocation and construction costs incurred relating to interim facilities; rental or construction of storage facilities and other space on an interim basis for materials and other equipment and furnishings displaced during construction; costs of relocating facilities and equipment as needed in connection with the projects; interim classrooms and facilities for students, administrators, and school functions, including modular facilities; federal and state-mandated safety upgrades; addressing unforeseen conditions revealed by construction/modernization and other necessary improvements required to comply with

existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; costs of the election; project construction oversight, management and administration during the duration of such projects, including by District personnel, and bond issuance costs.

Unforeseen conditions may arise during the course of planning, design and construction resulting in the scope and nature of any of the specific projects described above being altered by the District. In the event that the District determines that a modernization or renovation project is more economical for the District or otherwise in the District's best interests to be undertaken as new construction, this bond measure authorizes said new construction, including land acquisition, relocation, expansion and construction and/or reconstruction, and all costs relating thereto. In addition, this measure authorizes the acquisition of real property, including necessary rights of ways or other real property interests, required to expand District facilities, to provide access to school or other District facilities, or to provide additional school or related facilities. Further, authorized projects include reimbursements for project costs previously paid and paying and/or prepaying interim or previously obtained financing for the types of projects included on the project list, such as bond anticipation notes, and including payment and prepayment of lease payments relating to projects and/or equipment previously financed. Finally, projects on this list may be undertaken and used as joint use projects with other public agencies.

Approval of the District's bond measure does not guarantee that all of the identified projects within this Bond Project List will be funded beyond what can be completed with funds generated by this bond measure. The District plans to pursue funds from the State of California, if available, to complete certain of the identified facilities projects. The District is unable to anticipate all unforeseen circumstances which may prevent some of the projects listed above from being undertaken or completed.

The order in which projects are listed in the foregoing Bond Project List does not suggest an order of priority. Project prioritization is vested in and will be determined by the District Board of Education.

INFORMATION ABOUT ESTIMATES AND PROJECTIONS INCLUDED IN BALLOT

This measure authorizes the issuance of general obligation bonds to finance the types of projects set forth on the Bond Project List set forth below, to be repaid by tax collections for the years that bonds are outstanding. The measure presented to District voters on the Ballot, as set forth above under the heading "INTRODUCTION", includes information regarding the expected average amount of money to be raised annually to pay issued bonds, the estimated rate of the approved tax per \$100 of assessed valuation, and the year through which it is approximated the proposed tax will be levied and collected. Each of these estimates and approximations are provided as informational only. Such amounts are estimates only, and are not maximum amounts or limitations on the terms of the bonds or the tax rate or duration supporting repayment of bonds. The approximations and estimates provided depend on numerous variables which are subject to variation and change over the term of the District's overall facilities and bond financing plan, including but not limited to the amount of bonds issued and outstanding at any one time, the interest rates applicable to issued bonds, market conditions at the time of sale of the bonds, when bonds mature, timing of project needs and changes in assessed valuations in the District. As such, while such estimates and approximations have been provided based on

information currently available to the District and its current expectations, such estimates and approximations are not limitations and are not binding upon the District.

APPENDIX B
ABBREVIATED FORM OF BOND MEASURE

To replace outdated plumbing/electrical systems, upgrade fire alarms and emergency communication systems; repair/replace roofs and modernize classrooms at schools throughout the district, shall the Pacific Grove Unified School District measure authorizing \$30 million of bonds be adopted with legal rates, yearly levies of less than 3 cents per \$100 of assessed valuation while bonds are outstanding (generating an average of \$2.1 million dollars per year), annual audits, independent oversight and no estimated increase in current tax rates?

Bonds—Yes

Bonds—No

APPENDIX C

TAX RATE STATEMENT REGARDING PROPOSED

\$30 MILLION PACIFIC GROVE UNIFIED SCHOOL DISTRICT GENERAL OBLIGATION BONDS

An election will be held in the Pacific Grove Unified School District (the "District") on March 3, 2020, to authorize the sale of up to \$30 million in bonds of the District to finance school facilities as described in the measure. If such bonds are authorized and sold, principal and interest on the bonds will be payable only from the proceeds of *ad valorem* tax levies made upon the taxable property in the District. The following information is provided in compliance with Sections 9400-9404 of the Elections Code of the State of California. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District, and other demonstrable factors.

Based upon the foregoing and projections of the District's assessed valuation, the following information is provided:

1. The best estimate of the average annual tax rate which would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.025 per \$100 of assessed valuation (or \$25.00 per \$100,000 of assessed value). The final fiscal year in which the tax is anticipated to be collected is 2038-39.
2. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on a projection of assessed valuations available at the time of filing of this statement, is \$0.0425 per \$100 of assessed valuation (or \$42.50 per \$100,000 of assessed value). It is estimated that such rate would be levied starting in fiscal year 2033-34 and following.
3. The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold is approximately \$38.5 million.

Voters should note the estimated tax rate is based on the assessed value (not market value) of taxable property on the County's official tax rolls. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

The attention of all voters is directed to the fact that the foregoing information is based upon projections and estimates only, which amounts are not maximum amounts and are not binding upon the District. The actual debt service, tax rates and the years in which they will apply may vary from those used to provide the estimates set forth above, due to factors such as variations in the timing of bond sales, the par amount of bonds sold and

market interest rates available at the time of each sale, actual assessed valuations over the term of the bonds, and other factors. The date and amount of bonds sold at any given time will be determined by the District based on the need for project funds and other considerations. The actual interest rates at which the bonds will be sold will depend on conditions in the bond market at the time of sale. Actual future assessed valuations will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

By: _____
Superintendent
Pacific Grove Unified School District

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Counseling Item

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Clare Davies, Director of Student Services

RECOMMENDATION:

The District Administration recommends the Board discuss and approve one of the proposed FTE increases for Pacific Grove Unified School District counseling services.

BACKGROUND:

During the January 17, 2019 Board meeting, Pacific Grove USD school counselors presented a district-wide study of services provided, number of students served, and identified unmet needs. In addition, counseling goals and additional services were presented if there were to be an increase in counselor FTE. Options were discussed and brought forward again at the April 4, 2019 board meeting.

INFORMATION:

On September 11, 2019 counselors and the Director of Student Services met again to refine the number of options. Attached is a spreadsheet detailing four of the five options, as listed below:

Option 1: An increase of district-wide counseling FTE by .60 at a projected increased cost of \$78,653. At the elementary schools, the FTE will be from the current .70 to .80 each while the Middle School will have an additional .40 FTE. The work days will be an increase of .5 days each week for the elementary schools and 2 additional days for the Middle School.

Option 2: An increase of district-wide counseling FTE by .40 at a projected increased cost of \$52,436. At the elementary schools, the FTE will be from the current .70 to .80 each while the Middle School will have an additional .20 FTE. The work days will be an increase of .5 days each week for the elementary schools and 1 additional day for the Middle School.

Option 3: An increase of district-wide counseling FTE by .50 at a projected increased cost of \$65,545. At the elementary schools, there will be no increase in FTE. The .50 FTE increase will be at the Middle School, and the work days will go up by 2.5 days per week. No SuperKids contract.

Option 4: An increase of district-wide counseling FTE by 1.1 at a projected increased cost of \$144,198. At the elementary schools, the FTE will be from the current .70 to 1.0 each while the Middle School will have an additional .50 FTE. The work days will be an increase of 1.5 days each week for the elementary schools and 2.5 additional days for the Middle School. No SuperKids contract.

Option 5: No changes.

Business Services has reviewed the projected costs in each of the Options.

FISCAL IMPACT:

The following can be used to offset any of the above cost increases, if approved by the Board:

- \$11,700 budgeted for SuperKids of which the contract was presented to the Board in June but is on hold;
- \$10,000 of Title IV funds but the funds will need to be applied each fiscal year, it is not automatically renewed;
- 2 instructional aide positions that are currently vacant at the elementary schools totaling 0.7175 FTE at \$28,600
- Options 3 and 4 will not need SuperKids contract

Absent of the combined \$50,300, nothing has been included in the budget.

School Counselor's FTE- Present vs Proposed

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 1: Increase Counselor(s) by 0.60 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	4	0.8
451	Forest Grove Elementary	4	0.8
454	PG Middle School	7	1.4

*With 1 Day Super Kids

Cost: \$78,653

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 2: Increase Counselor(s) by 0.40 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	4	0.8
451	Forest Grove Elementary	4	0.8
454	PG Middle School	6	1.2

*With 1 Day Super Kids

Cost: \$52,436

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 3: Increase Counselor(s) by .50 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	7.5	1.5

*Without Super Kids

Cost: \$65,545

CURRENT			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	3.5	0.7
451	Forest Grove Elementary	3.5	0.7
454	PG Middle School	5	1

OPTION 4: Increase Counselor(s) by 1.1 FTE			
Enrollment	School	# Days a week Counselors Available	FTE
477	Robert Down Elementary	5	1
451	Forest Grove Elementary	5	1
454	PG Middle School	7.5	1.5

*Without Super Kids

Cost: \$144,198

NOTE: Contract for SuperKids has been included in the budget for \$11,700.

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

SUBJECT: Revisions to Board Regulation and Exhibit 3541.1 Transportation for School-Related Trips

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the revisions to Board Regulation and Exhibit 3541.1 Transportation for School-Related Trips.

INFORMATION:

The revisions to Board Regulation and Exhibit 3541.1 Transportation for School-Related Trips were based on GAMUT and in compliance with Education Code. Revisions have been reviewed and approved by legal counsel.

FISCAL IMPACT:

There is no direct fiscal cost to this item.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

The District may provide transportation for students, employees and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

When District transportation is provided, students may be released from using District transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

The Superintendent or designee shall ensure that the District has sufficient liability insurance when field trips or excursions involve either transportation by District vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who ~~has a good driving record and who has registered with the District for such purposes~~ possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, the driver must certify he/she has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past 5 years. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance required by law. (www.dmv.ca.gov) Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

Drivers shall ~~be given~~receive safety and emergency instructions (E#3541.1) to read and sign, a copy of which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that drivers have a copy of the permission slip for each student riding in his/her vehicle.

~~Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations that may occur.~~

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. ~~Motor trucks~~Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Passenger Restraint Systems

~~All drivers shall wear seat belts in accordance with law. (Vehicle Code 27315)~~

~~Drivers shall ensure that any child who is under age 6 or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards. A child who is age 6 or older or weighs 60 pounds or more shall use a safety belt. (Vehicle Code 27360, 27360.5, 27363)~~

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances:

1. The child is four feet nice inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property

HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

VEHICLE CODE

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

[545 School bus, definition](#)

[12814.6 Limitations of provisional driver's license](#)

[27315 Mandatory use of seat belts in private passenger vehicles](#)

[27360-27360.5 Child passenger restraint systems](#)

[27363 Child passenger restraint systems, exemptions](#)

[Management Resources:](#)

[WEB SITES](#)

[California Department of Motor Vehicles: http://www.dmv.ca.gov](http://www.dmv.ca.gov)

[California Highway Patrol: http://www.chp.ca.gov](http://www.chp.ca.gov)

[California Office of Traffic Safety: http://www.ots.ca.gov](http://www.ots.ca.gov)

[National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

[\(11/04 11/07\) 11/11](#)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

The District may provide transportation for students, employees and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

When District transportation is provided, students may be released from using District transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

The Superintendent or designee shall ensure that the District has sufficient liability insurance when field trips or excursions involve either transportation by District vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, the driver must certify he/she has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past 5 years at least the minimum insurance required by law. (www.dmv.ca.gov) Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

Drivers shall receive safety and emergency instructions (E#3541.1) to read and sign, a copy of which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that drivers have a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest.

Passenger Restraint Systems

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances:

1. The child is four feet nice inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

Legal Reference:

EDUCATION CODE

[35330](#) Excursions and field trips

[35332](#) Transportation by air

[39830](#) School bus

[39830.1](#) School pupil activity bus

[39860](#) Transportation to special activities by district

[44808](#) Liability when students not on school property

HEALTH AND SAFETY CODE

[118947-118949](#) Prohibition against smoking in motor vehicle with minor

PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

VEHICLE CODE

[545](#) School bus, definition

[12814.6](#) Limitations of provisional driver's license

[27315](#) Mandatory use of seat belts in private passenger vehicles

[27360-27360.5](#) Child passenger restraint systems

[27363](#) Child passenger restraint systems, exemptions

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

(11/04 11/07) 11/11

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

SCHOOL DRIVER REGISTRATION FORM

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____ Driver's License No. _____

Telephone No.: (____) _____

Cell Phone: (____) Expiration Date: _____

Driver's License No. _____

Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____

Address: _____ Make: _____

License Plate No.: _____

Registration Expires: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Policy No.: Telephone: _____

Telephone No.: Policy No.: _____ Expiration Date: _____

Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I am at least 21 years of age, and that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have read and understand the Driver Instructions which accompany this form and that I have indicated my understanding by initialing each statement. Furthermore, I will ensure that all children be restrained using the appropriate passenger restraint systems.

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past 5 years and that the information given above is true and correct. I understand

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I will ensure that all children be restrained using the appropriate passenger restraint systems.

I certify that I have received and will abide by the driver instructions provided by the district.

Signature _____ Date _____

In case of emergency, keep all children together and call _____

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

DRIVER INSTRUCTIONS

Please initial the following statements to indicate your compliance.

When using my vehicle to transport students on field trips or other school activity trips:

1. _____ I will have registered with the district for such purposes. I have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence: \$15,000 for injury or death of one person; \$30,000 for injury or death of more than one person; \$5,000 for damage to property.
2. _____ I will check the safety of my vehicle prior to each trip: tires, brakes, lights, horn, suspension, etc.
3. _____ I will carry only the number of passengers for which my vehicle was designed.
4. _____ I have appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

Drivers shall ensure that any child who is under age 6 or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards. A child who is age 6 or older or weighs 60 pounds or more shall use a safety belt. (Vehicle Code 27360, 27360.5, 27363)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

SCHOOL DRIVER REGISTRATION FORM

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Telephone : (____) _____

Cell Phone: (____) _____

Driver's License No. _____

Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____

Address: _____ Make: _____

License Plate No.: _____

Registration Expires: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Telephone: _____

Policy No.: _____ Expiration Date: _____

Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I am at least 21 years of age.

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past 5 years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I will ensure that all children be restrained using the appropriate passenger restraint systems.

I certify that I have received and will abide by the driver instructions provided by the district.

Signature _____ Date _____

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

DRIVER INSTRUCTIONS

Please initial the following statements to indicate your compliance.

When using my vehicle to transport students on field trips or other school activity trips:

1. _____ I will have registered with the district for such purposes. I have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence: \$15,000 for injury or death of one person; \$30,000 for injury or death of more than one person; \$5,000 for damage to property.
2. _____ I will check the safety of my vehicle prior to each trip: tires, brakes, lights, horn, suspension, etc.
3. _____ I will carry only the number of passengers for which my vehicle was designed.
4. _____ I have appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

Drivers shall ensure that any child who is under age 6 or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards. A child who is age 6 or older or weighs 60 pounds or more shall use a safety belt. (Vehicle Code 27360, 27360.5, 27363)

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Revisions to Board Policy and Regulation 1230 School Connected Organizations

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the revisions to Board Policy and Regulation 1230 School Connected Organizations.

INFORMATION:

The revisions to Board Policy and Regulation 1230 School Connected Organizations were based on legal counsel recommended revisions to the Facility Use Fee Schedule and Policy/Regulations 1321. With these revisions, all three these Board documents will be aligned with each other, and comply with current Education and Government Codes, as listed.

Revisions include:

- Persons proposing to establish a new school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.
- A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district.
- Activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.
- A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon and must represent the representation that the funds will be used wholly or in part for the benefit of the district school or the students at that the school. (Education Code [51521](#))
- A school-connected organization may consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code [49011](#))
- Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.
- School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers as well as any other documentation and/or date requested by the District, whenever the District is concerned regarding the control, security, accounting, or use of the funds.

- School-connected organizations automatically by virtue of being authorized to operate by the District grant the District the right to audit their financial records at any time, either by District personnel, by the District auditor or by a CPA.

FISCAL IMPACT:

There is no direct fiscal cost to this item.

Pacific Grove Unified School District

Community Relations

Policy #1230

SCHOOL CONNECTED ORGANIZATIONS

The Board recognizes that parents/guardians and community members may wish to organize ~~clubs~~ parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs, and/or extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

Persons proposing to establish a new school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization (refer to policy 1321) shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds ~~upon and must represent the representation~~ that the funds will be used wholly or in part for the benefit of ~~the~~ district school or the students at ~~that~~ the school. (Education Code 51521)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

~~supports such activities and welcomes parental interest and participation. Parent/guardian club members shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.~~

~~The Board requires parent/guardian clubs to have a written statement of purpose and by laws. The Board recognizes that these organizations are independent of the school or District. In order to protect the District and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the District.~~

~~Groups desiring to be recognized as school-connected organizations shall request authorizations from the Board in accordance with conditions established in administrative regulations.~~

Pacific Grove Unified School District

Community Relations

Policy #1230

SCHOOL CONNECTED ORGANIZATIONS

Legal Reference:

EDUCATION CODE

~~35160 Authority of governing boards~~

~~44041 Use of civic center by public~~

~~40043 Groups which may use school facilities with charge~~

Management Resources:

LEGAL ADVISORY

~~1101.89 School District Liability and "Hold Harmless" Agreement, LO: 4-89~~

Legal Reference:

EDUCATION CODE

~~200-262.4 Prohibition of discrimination on the basis of sex~~

~~35160 Authority of governing boards~~

~~38130-38138 Civic Center Act, use of school property for public purposes~~

~~48931 Authorization for sale of food by student organization~~

~~48932 Authorization for fund-raising activities by student organization~~

~~49011 Student fees~~

~~49431-49431.7 Nutritional standards~~

~~51520 Prohibited solicitation on school premises~~

~~51521 Fund-raising project~~

BUSINESS AND PROFESSIONS CODE

~~17510-17510.95 Solicitations for charitable purposes~~

~~25608 Alcohol on school property; use in connection with instruction~~

GOVERNMENT CODE

~~12580-12599.7 Fundraisers for Charitable Purposes Act~~

PENAL CODE

~~319-329 Lottery, raffle~~

CODE OF REGULATIONS, TITLE 5

~~4900-4965 Nondiscrimination in elementary and secondary education programs~~

~~15500 Food sales in elementary schools~~

~~15501 Food sales in high schools and junior high schools~~

~~15575-15578 Requirements for foods and beverages outside the federal meals program~~

CODE OF REGULATIONS, TITLE 11

~~300-312.1 Fundraising for charitable purposes~~

UNITED STATES CODE, TITLE 20

~~1681-1688 Discrimination based on sex or blindness, Title IX~~

CODE OF FEDERAL REGULATIONS, TITLE 7

~~210.11 Competitive food services~~

~~220.12 Competitive food services~~

COURT DECISIONS

~~Serrano v. Priest, (1976) 18 Cal. 3d 728~~

Pacific Grove Unified School District

Community Relations

Policy #1230

SCHOOL CONNECTED ORGANIZATIONS

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

(12/90 7/07) 5/16

Pacific Grove Unified School District

Community Relations

Policy #1230

SCHOOL CONNECTED ORGANIZATIONS

The Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

Persons proposing to establish a new school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization (refer to policy 1321) shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds and must represent that the funds will be used wholly or in part for the benefit of the district school or the students at the school. (Education Code [51521](#))

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code [49011](#))

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex

[35160](#) Authority of governing boards

[38130-38138](#) Civic Center Act, use of school property for public purposes

[48931](#) Authorization for sale of food by student organization

[48932](#) Authorization for fund-raising activities by student organization

[49011](#) Student fees

[49431-49431.7](#) Nutritional standards

[51520](#) Prohibited solicitation on school premises

[51521](#) Fund-raising project

BUSINESS AND PROFESSIONS CODE

Pacific Grove Unified School District

Community Relations

Policy #1230

SCHOOL CONNECTED ORGANIZATIONS

[17510-17510.95](#) Solicitations for charitable purposes

[25608](#) Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

[12580-12599.7](#) Fundraisers for Charitable Purposes Act

PENAL CODE

[319-329](#) Lottery, raffle

CODE OF REGULATIONS, TITLE 5

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

[15500](#) Food sales in elementary schools

[15501](#) Food sales in high schools and junior high schools

[15575-15578](#) Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

[300-312.1](#) Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

[1681-1688](#) Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

[210.11](#) Competitive food services

[220.12](#) Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

(12/90 7/07) 5/16

Pacific Grove Unified School District

Community Relations

Regulation #1230

SCHOOL-CONNECTED ORGANIZATIONS

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate: as a school-connected organization shall contain:

1. The name and purpose of the organization;
2. The date of application;
3. ~~Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination~~ Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers;
5. ~~A list of specific objectives~~ A brief description of the organization's purpose.
56. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever the District is a reasonable concerned is raised regarding the control, security, accounting, or use of the funds
76. The signature of a site administrator ~~the principal of the supporting school which is to be benefitted indicating support, who supports the request for authorization.~~
87. ~~Desired-Planned~~ use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
98. ~~Evidence of liability insurance as required by law.~~ Either evidence of liability insurance or an agreement to provide evidence of liability and/or directors and officers errors and omission insurance when and in the manner required by law or by the District.

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with an annual financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time. Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or District.

Parent/guardian clubs shall not hire District employees without prior approval from the Superintendent or designee. No District employee shall be hired by a parent/guardian club if there is any conflict with the employee's primary function with the District.

School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the District the right to audit their financial records at any time, either by District personnel, by the District auditor or by a CPA.

Pacific Grove Unified School District

Community Relations

Regulation #1230

SCHOOL-CONNECTED ORGANIZATIONS

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds raised or generated by the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.
6. All fundraising activities of school-connected organizations must be approved in writing by the Superintendent or designee prior to the activity. Participation in any fundraising activity by students, parents, guardians or community members shall be voluntary.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(12/90 7/07) 5/16

Pacific Grove Unified School District

Community Relations

Regulation #1230

SCHOOL-CONNECTED ORGANIZATIONS

A school-connected organization's request for authorization to operate within the district or at a district school shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses and phone numbers of all officers
5. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever the District is concerned regarding the control, security, accounting, or use of the funds
6. The signature of the principal of the school which is to be benefitted indicating support
7. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
8. Either evidence of liability insurance or an agreement to provide evidence of liability and/or directors and officers errors and omission insurance in the manner required by law or by the District

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with an annual financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations

Pacific Grove Unified School District

Community Relations

Regulation #1230

SCHOOL-CONNECTED ORGANIZATIONS

3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee
4. Funds raised or generated by the school-connected organization shall not be co-mingled with district funds, including associated student body funds
5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours
6. All fundraising activities of school-connected organizations must be approved in writing by the Superintendent or designee prior to the activity. Participation in any fundraising activity by students, parents, guardians or community members shall be voluntary

(cf. [4127/4227/4327](#) - Temporary Athletic Team Coaches)
(12/90 7/07) 5/16

- Consent
 Information/Discussion
 Action/Discussion
 Public Hearing

SUBJECT: Update to Board Policy, Regulation and Adoption of Exhibits A and B 1321 Solicitation of Funds

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the revisions to Board Policy, Regulation and Exhibits A and B 1321 Solicitation of Funds.

INFORMATION:

The updates to Board Policy and Regulation 1321 Solicitation of Funds were recommended by legal counsel in order to align with the Solicitation of Funds Approval Request Form which are now Exhibits A and B, and updated Education Code requirements. This policy was originally revised at the June 20, 2019 Board meeting.

Predominantly, the policy and regulation were revised or amended to align with the revised Exhibits:

- Exhibit A Solicitation of Funds Approval Request Form by School Connected
 - Organizations to request on an **ANNUAL** basis for all fundraising events and activities, and to report back to the District on an **ANNUAL** basis of the total amount raised on behalf of the District and a summary of how all the funds were distributed for the year in a format approved by the District (i.e. Excel, Spreadsheet summary, Word, Chart, etc.)
- New Exhibit B Solicitation of Funds Approval Request Form by Students and Employees
 - Requests will need to be made on an event-by-event basis.

FISCAL IMPACT:

There is no direct fiscal cost to this item.

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

Solicitation of Funds on Behalf of the School

With prior written approval of the Superintendent or designee, a student, student organization, or school-connected organization (such as the PTA's, PG Pride, etc.) may solicit funds if such funds directly benefit the students and/or staff of the school or District.

PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations are excluded from this policy requirement. These groups are not required to complete the Solicitation of Funds Form, but rather, report directly through District budgetary processes.

With the written approval of the Superintendent or designee, the approved individuals and organizations may organize fundraising events involving students.

A school-connected organization may consult with the principal to determine school needs and priorities.

Per California Education Code Section 51521, no person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any District school or the student body of any District school, unless such person obtains the prior written approval of Superintendent.

The Superintendent or designee shall ensure that parents/ guardians are informed of the purpose of all fundraisers benefiting the school or school groups.

Participation of Students in Fundraisers

The Governing Board recognizes that participation in fundraising for the schools and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide or solicit funds. Staff is expected to emphasize the fact that donations are always voluntary. Students shall not be barred from an event or activity because they did not participate in fund-raising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school system or charitable organizations.

Fundraising on Behalf of the School by School-Connected Organizations

School-connected organizations who wish to raise funds on behalf of the schools or District must submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

- A statement of purpose of the fundraiser(s);
- Point(s) of contact for questions and management of funds raised;
- Length of time fundraiser (including website) may be active;
- If the fundraising activities will include student participation;
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising.
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage);
- The fundraising website or other online platform (e.g. GoFundMe website) to be used; and
- How the funds will be disbursed to the District.

At the conclusion of the fundraiser event that was approved, the school-connected organization ~~must~~ shall submit an accounting report to the District including ~~how much~~ the amount of money that was raised on behalf of the District and how the funds were distributed in a format approved by the District.

If a school-connected organization would like to hold a raffle, it must first register with the Attorney General's Registry of Charitable Organizations and file financial disclosure reports prior to conducting a raffle pursuant to Penal Code section 320.5.

Fundraising on Behalf of the School by District Employees

District employees who wish to raise funds on behalf of the schools or District ~~must~~ shall submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

- A statement of purpose of the fundraiser(s);
- Point(s) of contact for questions and management of funds raised;
- Length of time fundraiser (including website) may be active;
- If the fundraising activities will include student participation;
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising.
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage);
- The fundraising website or other online platform (e.g. GoFundMe website) to be used; and
- How and when the funds will be disbursed to the District.

At the conclusion of each fundraiser, the school-connected organization ~~must~~ shall submit an accounting report to the District including ~~how much the amount of~~ money that was raised on behalf of the District and how the funds were distributed. The accounting report shall either be in a format approved by the District or on a form provided by the District.

Fundraising on Behalf of the School by Students and Student Organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations)

Students and student organizations who wish to raise funds on behalf of the school or District ~~must~~ shall submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

- A statement of purpose of the fundraiser(s);
- Staff member(s) responsible for establishing the online fundraising;
- Staff member(s) responsible for withdrawing the funds;
- Administrator(s) responsible for ensuring that any withdrawn funds are utilized solely for the fundraising activity;
- Length of time fundraiser (including website) may be active;
- Other fundraising activities that will occur for the same event;
- Status of the funds if the activity does not take place (e.g., money raised for a club's trip that is later canceled);
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising;
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage); and
- The fundraising website or other online platform (e.g. GoFundMe website) to be used.

Fundraising by students and student organizations for or on behalf of the school or District via the Internet (e.g., websites, including but not limited to, GoFundMe, Kickstarter, Patreon, YouCaring, CrowdRise, FuelMySchool, etc.), social media (including, but not limited to, Facebook, YouTube, Instagram, etc.) or any other electronic or digital media, is prohibited without prior written approval from the Superintendent or designee.

At the conclusion of each fundraiser, the school-connected organization ~~must~~ shall submit an accounting report to the District including ~~how much~~ the amount of money that was raised on behalf of the District and how the funds were distributed. The accounting report shall either be in a format approved by the District or on a form provided by the District.

Fundraising on School Grounds by Charities and Organizations

Per California Education Code Section 51520, during school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or the Board.

Fundraising on Behalf of Individuals

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

~~This~~ Nothing contained in this policy ~~does not~~ prohibits families from raising money on behalf of their own ~~student~~ child outside of school hours.

Gifts, Grants and Bequest

Gifts, grants, and bequest will be governed by Board Policy 3290.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises (except such non partisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitation of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

REVENUE AND TAX CODE

6321 - Sales tax exemption for certain sales

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

Solicitation of Funds on Behalf of the School

With prior written approval of the Superintendent or designee, a student, student organization, or school-connected organization (such as the PTA's, PG Pride, etc.) may solicit funds if such funds directly benefit the students and/or staff of the school or District.

PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations are excluded from this policy requirement. These groups are not required to complete the Solicitation of Funds Form, but rather, report directly through District budgetary processes.

With the written approval of the Superintendent or designee, the approved individuals and organizations may organize fundraising events involving students.

A school-connected organization may consult with the principal to determine school needs and priorities.

Per California Education Code Section 51521, no person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any District school or the student body of any District school, unless such person obtains the prior written approval of Superintendent.

The Superintendent or designee shall ensure that parents/ guardians are informed of the purpose of all fundraisers benefiting the school or school groups.

Participation of Students in Fundraisers

The Governing Board recognizes that participation in fundraising for the schools and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide or solicit funds. Staff is expected to emphasize the fact that donations are always voluntary. Students shall not be barred from an event or activity because they did not participate in fund-raising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school system or charitable organizations.

Fundraising on Behalf of the School by School-Connected Organizations

School-connected organizations who wish to raise funds on behalf of the schools or District must submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

- A statement of purpose of the fundraiser(s);
- Point(s) of contact for questions and management of funds raised;
- Length of time fundraiser (including website) may be active;
- If the fundraising activities will include student participation;
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising.
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage);
- The fundraising website or other online platform (e.g. GoFundMe website) to be used; and
- How the funds will be disbursed to the District.

At the conclusion of the fundraiser event that was approved, the school-connected organization shall submit an accounting report to the District including the amount of money that was raised on behalf of the District and how the funds were distributed in a format approved by the District.

If a school-connected organization would like to hold a raffle, it must first register with the Attorney General's Registry of Charitable Organizations and file financial disclosure reports prior to conducting a raffle pursuant to Penal Code section 320.5.

Fundraising on Behalf of the School by District Employees

District employees who wish to raise funds on behalf of the schools or District shall submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

- A statement of purpose of the fundraiser(s);
- Point(s) of contact for questions and management of funds raised;
- Length of time fundraiser (including website) may be active;
- If the fundraising activities will include student participation;
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising.
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage);
- The fundraising website or other online platform (e.g. GoFundMe website) to be used; and
- How and when the funds will be disbursed to the District.

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

At the conclusion of each fundraiser, the school-connected organization shall submit an accounting report to the District including the amount of money that was raised on behalf of the District and how the funds were distributed. The accounting report shall either be in a format approved by the District or on a form provided by the District.

Fundraising on Behalf of the School by Students and Student Organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations)

Students and student organizations who wish to raise funds on behalf of the school or District shall submit a request to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. At a minimum the following information must be included in the request:

- A statement of purpose of the fundraiser(s);
- Staff member(s) responsible for establishing the online fundraising;
- Staff member(s) responsible for withdrawing the funds;
- Administrator(s) responsible for ensuring that any withdrawn funds are utilized solely for the fundraising activity;
- Length of time fundraiser (including website) may be active;
- Other fundraising activities that will occur for the same event;
- Status of the funds if the activity does not take place (e.g., money raised for a club's trip that is later canceled);
- Editorial review of how the content of the online fundraising is set up (e.g., proper wording that donation is optional);
- Disclosure of any fees charged by the website in connection with the fundraising;
- Methods for advertising the fundraiser (e.g., email, Twitter, Facebook, etc.), including whether the fundraiser may be advertised from or on any District or school website;
- Disclaimer that the District is not responsible for any non-District services used for the fundraiser (e.g., if a fundraiser uses a GoFundMe webpage, the District is not responsible for a data or security breach of the GoFundMe webpage); and
- The fundraising website or other online platform (e.g. GoFundMe website) to be used.

Fundraising by students and student organizations for or on behalf of the school or District via the Internet (e.g., websites, including but not limited to, GoFundMe, Kickstarter, Patreon, YouCaring, CrowdRise, FuelMySchool, etc.), social media (including, but not limited to, Facebook, YouTube, Instagram, etc.) or any other electronic or digital media, is prohibited without prior written approval from the Superintendent or designee.

At the conclusion of each fundraiser, the school-connected organization shall submit an accounting report to the District including the amount of money that was raised on behalf of the District and how the funds were distributed. The accounting report shall either be in a format approved by the District or on a form provided by the District.

Pacific Grove Unified School District

Community Relations

Policy #1321

SOLICITATION OF FUNDS

Fundraising on School Grounds by Charities and Organizations

Per California Education Code Section 51520, during school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or the Board.

Fundraising on Behalf of Individuals

Nothing contained in this policy prohibits families from raising money on behalf of their own child outside of school hours.

Gifts, Grants and Bequest

Gifts, grants, and bequest will be governed by Board Policy 3290.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises (except such non partisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitation of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

REVENUE AND TAX CODE

6321 - Sales tax exemption for certain sales

Pacific Grove Unified School District

Community Relations

Regulation #1321

SOLICITATION OF FUNDS

Quarterly Report from Superintendent

The Superintendent or designee shall provide the Board quarterly updates of ~~what all~~ requests for ~~fundraisers-fundraising approval~~were made, which requests have been approved, and which requests have been denied.

Fundraising by Students and Student Organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations)

The Superintendent or designee shall approve or deny all fundraising ~~activities-requests~~ at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract at the time the request is reviewed.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Door-To-Door Sales by Students

Students under 16 years old may engage in door-to-door sales of newspaper or magazine subscriptions, candy, cookies, flowers or other merchandise only ~~under their all of the~~ following conditions are met:

1. The students shall work in pairs, as a team, on the same or opposite side of the street.
2. The students shall be supervised by an adult, with one adult for every crew of ten or fewer minors.
3. The students shall be within the sight or sound of their adult supervisor at least once every fifteen minutes.
4. The students shall be returned to their respective homes or meeting places after each day's work.
5. The students shall not engage in door-to-door sales after dark.
6. The students shall not work outside of their immediate neighborhood.
7. Students in kindergarten through 3rd grade shall not be involved in any door-to-door sales or solicitations.

Pacific Grove Unified School District

Community Relations

Regulation #1321

SOLICITATION OF FUNDS**Quarterly Report from Superintendent**

The Superintendent or designee shall provide the Board quarterly updates of all requests for fundraising approval made, which requests have been approved, and which requests have been denied.

Fundraising by Students and Student Organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations)

The Superintendent or designee shall approve or deny all fundraising requests at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract at the time the request is reviewed.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Door-To-Door Sales by Students

Students under 16 years old may engage in door-to-door sales of newspaper or magazine subscriptions, candy, cookies, flowers or other merchandise only if all of the following conditions are met:

1. The students shall work in pairs, as a team, on the same or opposite side of the street.
2. The students shall be supervised by an adult, with one adult for every crew of ten or fewer minors.
3. The students shall be within the sight or sound of their adult supervisor at least once every fifteen minutes.
4. The students shall be returned to their respective homes or meeting places after each day's work.
5. The students shall not engage in door-to-door sales after dark.
6. The students shall not work outside of their immediate neighborhood.
7. Students in kindergarten through 3rd grade shall not be involved in any door-to-door sales or solicitations.

Pacific Grove Unified School District

Community Relations

Exhibit #1321a

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
SOLICITATION OF FUNDS APPROVAL REQUEST FORM
School Connected Organizations**

Phone: (831) 646-6510 Fax: (831) 646-6500 E-mail: mackerman@pgusd.org

With prior written approval of the Superintendent or designee, ~~a student, student organization, or school-connected organization~~ (such as the PTA's, PG Pride, etc.) may solicit funds if such funds directly benefit the students and/or staff of the school or District. (See Board Policy 1321 for further information) School-connected organizations who wish to raise funds on behalf of the schools or District must submit ~~an annual~~ Solicitation of Funds Approval Request Form to the Superintendent ~~requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers~~. This form must be submitted at least 15 school days prior to the first fundraising event or activity.

At the conclusion of ~~the fundraiser~~ annual fundraising, the school-connected organization must submit a report to the District including how much money was raised on behalf of the District and how the funds were distributed. (See Section 2)

SECTION 1: Required at least 5 days prior to the event.

Group Name: _____ Contact Name: _____

Contact Phone Number: _____ Contact Email: _____

Non-Profit Number: _____ Name of fundraiser: _____

General purpose of fundraiser: _____

Date(s) of first fundraiser: _____ Will students participate in fundraising? Yes/No: _____

Will the fundraiser be online? Yes/No: _____ Are there any fees associated with the fundraiser: _____

How will the fundraiser be advertised? _____

*The following disclaimer must be included on all advertising: *Pacific Grove Unified School District neither endorses nor sponsors the organization or activity represented in this document.*

Signature indicates that you understand above stated conditions:

Signature: _____ Date: _____

SECTION 2: Required at the conclusion of the event. Please submit to the District.

How much money total was raised on behalf of the District: _____

What format do you intend to use for final reporting? _____

Attach a detailed summary/accounting of how all funds were distributed for the year, and plans for remaining balance
How will the funds be distributed:

Pacific Grove Unified School District

Community Relations

Exhibit #1321a

Specific teacher(s) _____

Site based program(s) _____

Other _____

~~To be determined based on requests~~

Signature indicates that you understand above stated conditions:

Signature: _____ Date: _____

Pacific Grove Unified School District

Community Relations

Exhibit #1321a

PACIFIC GROVE UNIFIED SCHOOL DISTRICT SOLICITATION OF FUNDS APPROVAL REQUEST FORM School Connected Organizations

Phone: (831) 646-6510 Fax: (831) 646-6500 E-mail: mackerman@pgusd.org

With prior written approval of the Superintendent or designee, school-connected organizations (such as the PTA's, PG Pride, etc.) may solicit funds if such funds directly benefit the students and/or staff of the school or District. (See Board Policy 1321 for further information) School-connected organizations who wish to raise funds on behalf of the schools or District must submit an annual Solicitation of Funds Approval Request Form to the Superintendent. This form must be submitted at least 15 school days prior to the first fundraising event or activity.

At the conclusion of annual fundraising, the school-connected organization must submit a report to the District including how much money was raised on behalf of the District and how the funds were distributed. (See Section 2)

SECTION 1: Required at least 15 days prior to the event.

Group Name: Contact Name:

Contact Phone Number: Contact Email:

Non-Profit Number: Name of fundraiser:

General purpose of fundraiser:

Date(s) of first fundraiser: Will students participate in fundraising? Y/N:

Will the fundraiser be online? Yes/No: Are there any fees associated with the fundraiser:

How will the fundraiser be advertised?

*The following disclaimer must be included on all advertising: Pacific Grove Unified School District neither endorses nor sponsors the organization or activity represented in this document.

Signature indicates that you understand above stated conditions:

Signature: Date:

SECTION 2: Required at the conclusion of the event. Please submit to the District.

How much money total was raised on behalf of the District:

What format do you intend to use for final reporting?

Attach a detailed summary/accounting of how all funds were distributed for the year, and plans for remaining balance

Signature indicates that you understand above stated conditions:

Signature: PGUSD Date:

Pacific Grove Unified School District

Community Relations

Exhibit #1321b

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
SOLICITATION OF FUNDS APPROVAL REQUEST FORM**

Students or Employees

Phone: (831) 646-6510 Fax: (831) 646-6500 E-mail: mackerman@pgusd.org

*With prior written approval of the Superintendent or designee, ~~a~~ student(s), student organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations) and employees (~~or school-connected organization (such as the PTA's, PG Pride, etc.)~~) may solicit funds if such funds directly benefit the students and/or staff of the school or District. (See Board Policy 1321 for further information) ~~School-connected organizations~~ **Students or employees** who wish to raise funds on behalf of the schools or District must submit a Solicitation of Funds Approval Request Form to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. This form must be submitted at least 15 school days prior to the fundraising event or activity.*

*At the conclusion of the fundraiser, the ~~school-connected organization~~ **students or employees** must submit a report to the District including how much money was raised on behalf of the District and how the funds were distributed. (See Section 2)*

SECTION 1: Required at least 5 days prior to the event.

Group Name: _____ Contact Name: _____

Contact Phone Number: _____ Contact Email: _____

Non-Profit Number: _____ Name of fundraiser: _____

Purpose of fundraiser: _____

Date(s) of fundraiser: _____ Will students participate in fundraising? Yes/No: _____

Will the fundraiser be online? Yes/No: _____ Are there any fees associated with the fundraiser: _____

How will the fundraiser be advertised? _____

**The following disclaimer must be included on all advertising: Pacific Grove Unified School District neither endorses nor sponsors the organization or activity represented in this document.*

Signature indicates that you understand above stated conditions:

Signature: _____ Date: _____

SECTION 2: Required at the conclusion of the event. Please submit to the District.

How much money was raised on behalf of the District: _____

How will the funds be distributed:

Specific classroom(s) _____

Specific teacher(s) _____

Site-based program(s) _____

Pacific Grove Unified School District

Community Relations

Exhibit #1321b

Other _____

To be determined based on requests

Signature indicates that you understand above stated conditions:

Signature: _____ Date: _____

Pacific Grove Unified School District

Community Relations

Exhibit #1321b

PACIFIC GROVE UNIFIED SCHOOL DISTRICT SOLICITATION OF FUNDS APPROVAL REQUEST FORM

Students or Employees

Phone: (831) 646-6510 Fax: (831) 646-6500 E-mail: mackerman@pgusd.org

With prior written approval of the Superintendent or designee, student(s), student organizations (excluding PGUSD athletic teams, co-curricular groups (i.e. Mock Trial/Robotics), and ASB organizations) and employees (may solicit funds if such funds directly benefit the students and/or staff of the school or District. (See Board Policy 1321 for further information) Students or employees who wish to raise funds on behalf of the schools or District must submit a Solicitation of Funds Approval Request Form to the Superintendent requesting approval before the commencement of each fundraiser and annually for reoccurring fundraisers. This form must be submitted at least 15 school days prior to the fundraising event or activity.

At the conclusion of the fundraiser, the students or employees must submit a report to the District including how much money was raised on behalf of the District and how the funds were distributed. (See Section 2)

SECTION 1: Required at least 15 days prior to the event.

Group Name: _____ Contact Name: _____

Contact Phone Number: _____ Contact Email: _____

Non-Profit Number: _____ Name of fundraiser: _____

Purpose of fundraiser: _____

Date(s) of fundraiser: _____ Will students participate in fundraising? Yes/No: _____

Will the fundraiser be online? Yes/No: _____ Are there any fees associated with the fundraiser: _____

How will the fundraiser be advertised? _____

*The following disclaimer must be included on all advertising: Pacific Grove Unified School District neither endorses nor sponsors the organization or activity represented in this document.

Signature indicates that you understand above stated conditions:

Signature: _____ Date: _____

SECTION 2: Required at the conclusion of the event. Please submit to the District.

How much money was raised on behalf of the District: _____

How will the funds be distributed:

Specific classroom(s) _____

Specific teacher(s) _____

Site-based program(s) _____

Other _____

To be determined based on requests

Signature indicates that you understand above stated conditions:

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Facilities Use Custodial Fees Update

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent;
Matt Kelly, Director Facilities, Maintenance, Transportation

RECOMMENDATION:

The District Administration recommends the elimination of the \$35 nominal, hourly custodial fee for Group 1 **ONLY**, during regular school days **ONLY**; increase hourly rate from \$35 to \$39 for Group 1A, 2 and 3; increase overtime rate from \$50 to \$58 for all groups. The District recommends the waiver of fees for Group 1 is valid only until June 30, 2020. Staff will evaluate the situation and make recommendations for 2020-21 and/or thereafter.

BACKGROUND:

In order to support the school extracurricular activities and various non-profit groups that work closely with the District, we have included a 1.0 FTE district custodian with the goal of being funded through anticipated Facilitron (facility use) revenues. The formula in arriving at the 1.0 FTE is based on a CASBO calculator. The CASBO formula applies factors in level of cleanliness, quantity of teachers, quantity of students, square footage, and a facilities use factor. A factor of .0625 FTE each is used for the elementary schools (.0625 each), adult school (.0625), and district office (.0625). Factors of .25 FTE and .50 FTE are used for the middle school and high school respectively. Total FTE for all sites adds up to 1 FTE custodian at an average cost of \$80,379 per year. This includes ALL facility uses, not just by PTA, though PTA is included in Group 1. The nominal rate is currently \$35/hour. If the clean-up requires time beyond regular work hours, then the rate is currently at the overtime rate of \$50/hour.

INFORMATION:

We propose the following changes to the Facilities Use Fees schedule:

Group 1

1. Eliminate the \$35 hourly custodial rate for Group 1 users **ONLY** and for regular school/student days. This fee waiver does NOT apply to events held by Group 1 users during non-school/student days, weekends and holidays. Group 1 users will be charged the \$58/hr custodial overtime rate for events held during non-school/student days. The waiver of the fees is valid only until June 30, 2020. An assessment and evaluation will be done for the 2020-21 school year and thereafter.

All Groups:

2. Increase the nominal hourly rate from \$35 to \$39 (actual \$38.64) to keep up with salary schedule increases.
3. Increase the overtime rate from \$50 to \$58 (actual \$57.96) to keep up with salary schedule increases.
4. Add in the requirement that all events, including PG USD's, are registered into the Facilitron program so the district is aware of events and participants on district property.

5. Other school districts who choose to use our facilities will be part of Group 2. The regular rate of \$39/hour and overtime rate of \$58/hour will be subject to annual adjustment based on staffing salaries and costs.

FISCAL IMPACT:

General Fund 01: Minor income that has been used to offset the 1.0 FTE General Fund cost from Group 1 users will be lost. However, increase of hourly rates to Groups 1A, 2 and 3 will raise some additional income to mitigate the reduction in rates to Group 1.

Pacific Grove Unified School District

Facilities Use Fees

Facility	Site	Pacific Grove				Carmel USD			MPUSD	
		1	1A	2	3	2	3	4	2	3
1 Classroom & Outdoor Eating Area	All	\$ -	\$ 10	\$ 20	\$ 25	\$ 8	\$ 17	\$ 33	\$ 30	\$ 150
2 Library	FG,RD	\$ -	\$ 10	\$ 20	\$ 25					
3 Library	MS,HS	\$ -	\$ 23	\$ 45	\$ 50	\$ 8	\$ 17	\$ 33		
4 Multipurpose Room*	HS	\$ -	\$ 25	\$ 50	\$ 75					
5 Multipurpose Room*	FG,RD	\$ -	\$ 25	\$ 50	\$ 75	\$ 27	\$ 50	\$ 99	\$ 65	\$ 475
6 Auditorium	RD	\$ -	\$ 15	\$ 30	\$ 35					
7 Auditorium ** & ***	MS	\$ -	\$ 38	\$ 75	\$ 100	\$ 32	\$ 64	\$ 128	\$ 85	\$ 990
8 Gymnasium*	MS	\$ -	\$ 38	\$ 75	\$ 100				\$ 80	\$ 650
9 Gymnasium*	HS	\$ -	\$ 38	\$ 75	\$ 100	\$ 15	\$ 30	\$ 60	\$ 95	\$ 990
10 Shower Rooms*	MS,HS	\$ -	\$ 20	\$ 40	\$ 45	\$ 21	\$ 42	\$ 84	\$ 75	\$ 75
High School Stadium:										
11 Stadium and restrooms (no lights)	HS	\$ -	\$ 25	\$ 50	\$ 75			\$ 125	\$ 105	\$ 1,125
12 Stadium and restrooms (with lights)	HS	\$ -	\$ 38	\$ 75	\$ 100				\$ 170	\$ 1,750
13 Track (included above)	HS									
14 Press Box	HS	\$ -	\$ 5	\$ 10	\$ 15					
15 Concession Building	HS	\$ -	\$ 25	\$ 50	\$ 75					
16 Field House	HS	\$ -	\$ 15	\$ 30	\$ 40					
17 Tennis Courts	HS	\$ -	\$ 13	\$ 25	\$ 50					
18 Swimming Pool	HS	\$ -	\$ 25	\$ 50	\$ 75			\$ 60	\$ 300	
19 Audio Visual Equipment	All	\$ -	\$ 5	\$ 10	\$ 15	\$ 5	\$ 10	\$ 20	\$ 40	\$ 40
20 Computer Labs***	All	\$ -	\$ 20	\$ 40	\$ 45					
21 Teacher Lounges	All	\$ -	\$ 8	\$ 15	\$ 20					
22 Kitchen Facilities***	All	\$ -	\$ 25	\$ 50	\$ 75				\$ 50	
23 Play Fields	All	\$ -	\$ 13	\$ 25	\$ 35					
24 Parking Lots	All	\$ -	\$ 10	\$ 20	\$ 30	\$ 4	\$ 8	\$ 16	\$ 100	\$ 875
25 Processing Fee	All	\$ -	\$ 1	\$ 2	\$ 5	\$ 10	\$ 20	\$ 20		
26 Custodial charge per hour	All	\$ -	\$ 39	\$ 39	\$ 39	\$ 22	\$ 45	\$ 45	\$ 50	\$ 50
27 Custodial OT per hour	All ****	\$ 58	\$ 58	\$ 58	\$ 58					

ALL GROUPS, INCLUDING PG USD, MUST ENTER RESERVATIONS IN FACILITRON

Pacific Grove USD:

Group 1 - Free use for District-related meetings, PG USD school groups and clubs, approved school connected organizations, booster clubs, Boy/Girl Scouts.

**** Group 1 is subject to the \$58 custodial overtime rate on non-school days, weekends and holidays.

Group 1A - Users not in Group 1, which serve only PGUSD students, are non-profit, do not charge admission or fees, and reserve the facilities for 10 or more consecutive weekdays.

Group 2 - Users not in Group 1, not charging admission or fees or, if a charge, it is for charitable purposes. Public, non-commercial groups, such as city, county, state agencies, youth sports leagues, and other school districts.

Group 3 - Users not in Group 1, do charge admission or fees, not for charitable purposes. Events such as dances, dealer exhibits, sporting shows and commercial sales.

* Overnight use is charged at 8 hours and the rates are subject to be updated annually.

** A damage deposit of \$1,000 is required for use of the Middle School Auditorium (Performing Arts Center) unless waived by the Superintendent or designee.

*** Paid District employee required to be present at user's expense. This applies to using the 1) Middle School Auditorium sound or lighting system and 2) all site cafeterias with kitchen equipment and food preparation.

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

SUBJECT: Job Description – School Bus Driver, Trainer, Dispatcher

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Billie Mankey, Director II Human Resource, Matt Kelly, Director Facilities and Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the proposed job description and provide direction or recommendations which will allow us to begin the recruitment process.

BACKGROUND/INFORMATION:

Our current Transportation Foreman, Lisa Stacks is retiring in December of this year leaving that position vacant. After a review of district needs it has been determined that the district would best be served by revising the Transportation Foreman position to include training and dispatching duties. Training classes will include district drivers and may be offered through our Adult School to non-district drivers. Dispatching and route creation continues and supervisory duties will be conducted by Director Matt Kelly.

FISCAL IMPACT:

The School Bus Driver, Trainer, Dispatcher replaces the Transportation Foreman position on the salary schedule at zero fiscal impact. The district may see a slight savings as the incumbent will not have longevity.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

**POSITION TITLE: TRANSPORTATION FOREMAN/SCHOOL BUS DRIVER TRAINER
DISPATCHER**

DEFINITION: Under the supervision of the ~~Assistant Superintendent~~ Director of Facilities and Transportation, operates and drives all types of school buses, ~~directs~~ dispatch driver routes, conduct driver trainings ~~the school bus drivers and transportation program,~~ and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Perform all Bus Driver duties.
- Loads, secures, transports and unloads equipment and cargo.
- Prepare and schedule bus routes.
- Periodically review schedules and bus stops.
- Perform route checks.
- Maintain service checks on vehicles and keeps appropriate records.
- Maintain safety requirements for personnel and equipment.
- Confer with school authorities on field trips, disciplinary and overload problems.
- Confer with the California Highway Patrol on laws concerning driving, bus stops, and vehicles.
- ~~Coordinate training~~ Train of district bus drivers.
- ~~Conduct bus driver training and licensure classes.~~
- Coordinate schedules with ~~the Director of Student Special Education Coordinator.~~
- Maintain current records for all assigned bus drivers, including computerized mileage, fuel and oil consumption, driver training and citation records, pupil count and safety inspections.
- Maintain schedules for extra trips such as field trips, athletic trips, ROP trips, etc.
- Schedule school break transportation as needed.
- Responsible for weekly preventive maintenance inspection.
- Investigate all accidents and formal complaints involving school buses.
- Plan and conduct special activities practice sessions for all drivers.
- Make recommendations to improve driver competence and proficiency.
- Perform driver proficiency checks as required.
- Prepare all billings, purchase orders and rental arrangements for the transportation department.
- Submit all paperwork and reports as required by law and policy in an accurate and timely manner.
- Periodically report to ~~Assistant Superintendent~~ Director of Facilities and Transportation on status of transportation operations.
- Maintain assigned equipment and area in a neat, clean and orderly condition at all times.
- Assist in the development, coordination and implementation of school bus evacuation program, training both students and staff.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Safe school bus driving practices and management of student passengers.
- Principles and methods of driver training.

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, Continued

- Provisions of the [California Department of Education School Bus Drivers manuals](#), California Motor Vehicle code [and Education Code](#) applicable to the operations of vehicles in the transportation of school children.
- Personnel supervisory techniques.
- Techniques for scheduling routes, trips, ~~and~~ vehicle maintenance [and regulations and record keeping procedures](#).
- Computer operation.

Ability to:

- Drive a school bus safely and efficiently.
- Maintain order among children on a school bus.
- Maintain a high standard of safety for the transportation program.
- [Conduct studies and prepare computer generated reports](#).
- Develop and maintain [a professional image and](#) cooperative working relations with those contacted in the course of the work, including staff, parents ~~and~~ students, [and extended community](#).
- Train, or coordinate training of bus drivers both classroom and behind the wheel for the district [and outside entities as needed](#).

EDUCATION AND EXPERIENCE:

- [Any combination of experience and education that would provide the required knowledge and abilities listed herein.](#)
- [California Department of Education State Certified Driver Instructor](#).
- Three years of responsible school bus driving experience.
- Completion of the twelfth grade.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- [Operate all types of school buses safely and efficiently for extended periods of time.](#)
- [Operate safety equipment including correct use of fire extinguishers to extinguish or control small fires.](#)
- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents.
- See for purposes of driving a school bus and reading bus schedules, procedures, mail and other printed matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- [Lift and carry 30 lbs. and occasionally up to 70 lbs.](#)

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, Continued

- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion.
- Ability to meet the travel requirements of this position.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid California Class A or Class B Driver's license with P and S endorsements.
- School Bus Driver's certification.
- Bi-yearly valid DMV medical certification.
- Driver-Trainer certification. ~~is desirable~~.
- Valid CPR/First Aid Certification ~~is desirable~~.

WORKING CONDITIONS:

Office and school bus working environment subject to sitting at a desk or on the bus for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, push/pulling of shifting lever on the bus and reaching in all directions. May work in inclement weather conditions and is occasionally exposed to fumes or airborne particles. High noise levels and possible student behavioral issues.

☐ **NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

- ☐ Adopted by the Board of Education: August 3, 1995 ref (5350.1)–
- ☐ Revised and Approved: Dec. 14, 2006

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER

DEFINITION: Under the supervision of the Director of Facilities and Transportation, operate and drive all types of school buses, dispatch driver routes, conduct driver trainings and perform related duties as assigned.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Perform all Bus Driver duties.
- Loads, secures, transports and unloads equipment and cargo.
- Prepare and schedule bus routes.
- Periodically review schedules and bus stops.
- Perform route checks.
- Maintain service checks on vehicles and keep appropriate records.
- Maintain safety requirements for personnel and equipment.
- Confer with school authorities on field trips, disciplinary and overload problems.
- Confer with the California Highway Patrol on laws concerning driving, bus stops, and vehicles.
- Train district bus drivers.
- Conduct bus driver training and licensure classes.
- Coordinate schedules with the Director of Student
- Maintain current records for all assigned bus drivers, including computerized mileage, fuel and oil consumption, driver training and citation records, pupil count and safety inspections.
- Maintain schedules for extra trips such as field trips, athletic trips, ROP trips, etc.
- Schedule school break transportation as needed.
- Responsible for weekly preventive maintenance inspection.
- Investigate all accidents and formal complaints involving school buses.
- Plan and conduct special activities practice sessions for all drivers.
- Make recommendations to improve driver competence and proficiency.
- Perform driver proficiency checks as required.
- Prepare all billings, purchase orders and rental arrangements for the transportation department.
- Submit all paperwork and reports as required by law and policy in an accurate and timely manner.
- Periodically report to Director of Facilities and Transportation on status of transportation operations.
- Maintain assigned equipment and area in a neat, clean and orderly condition at all times.
- Assist in the development, coordination and implementation of school bus evacuation program, training both students and staff.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Safe school bus driving practices and management of student passengers.
- Principles and methods of driver training.

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, <i>Continued</i>

- Provisions of the California Department of Education School Bus Drivers manuals, California Motor Vehicle code and Education Code applicable to the operations of vehicles in the transportation of school children.
- Personnel supervisory techniques.
- Techniques for scheduling routes, trips, vehicle maintenance and regulations and record keeping procedures.
- Computer operation.

Ability to:

- Drive a school bus safely and efficiently.
- Maintain order among children on a school bus.
- Maintain a high standard of safety for the transportation program.
- Conduct studies and prepare computer generated reports.
- Develop and maintain a professional image and cooperative working relations with those contacted in the course of the work, including staff, parents, students, and extended community.
- Train, or coordinate training of bus drivers both classroom and behind the wheel for the district and outside entities as needed.

EDUCATION AND EXPERIENCE:

- Any combination of experience and education that would provide the required knowledge and abilities listed herein.
- California Department of Education State Certified Driver Instructor.
- Three years of responsible school bus driving experience.
- Completion of the twelfth grade.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**Ability to:**

- Operate all types of school buses safely and efficiently for extended periods of time.
- Operate safety equipment including correct use of fire extinguishers to extinguish or control small fires.
- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents.
- See for purposes of driving a school bus and reading bus schedules, procedures, mail and other printed matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 0 lbs. and occasionally up to 70 lbs.

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, <i>Continued</i>

- PGUSD Reach in all directions.

- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion.
- Ability to meet the travel requirements of this position.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid California Class A or Class B Driver's license with P and S endorsements.
- School Bus Driver's certification.
- Bi-yearly valid DMV medical certification.
- Driver-Trainer certification.
- Valid CPR/First Aid Certification

WORKING CONDITIONS:

Office and school bus working environment subject to sitting at a desk or on the bus for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, push/pulling of shifting lever on the bus and reaching in all directions. May work in inclement weather conditions and is occasionally exposed to fumes or airborne particles. High noise levels and possible student behavioral issues.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: August 3, 1995 ref (5350.1)

Revised and Approved: October 3, 2019

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

SUBJECT: Board Calendar/Future Meetings

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2019-20 School Year

Aug. 22	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Set Date for Annual Organizational meeting ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 5	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Local Control Accountability Plan Review	Forest Grove (School Site Visit)
Sept. 19	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
Sept. 21 *Saturday 9am-12pm	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revised	District Office
Oct. 3	Regular Board Meeting ✓ Superintendent’s Goals ✓ Bus Ridership ✓ Week of the School Administrator	Robert Down (School Site Visit)
Oct. 24	Regular Board Meeting ✓ Quarterly District Safety Update* ✓ Developer Fee Study Results	District Office
Nov. 14	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	Middle School (School Site Visit)
Nov. 21	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	High School (School Site Visit)
Dec. 12	Organizational Meeting ✓ Election of 2019-20 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

Board Meeting Calendar, 2019-20 School Year

Jan. 16	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2019-20 ✓ Property Tax Update ✓ Quarterly District Safety Update*	Adult School (School Site Visit)
Jan. 30	Regular Board Meeting	Community High School (School Site Visit)
Feb. 13	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Board Priorities for 2019-20 Instructional Program Design ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office
Mar. 5	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Open House Schedules Reviewed	District Office
Mar. 19	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report ✓ Quarterly District Safety Update*	District Office
Apr. 2	Regular Board Meeting ✓ Review of Strategic Plan and LCAP ✓ Begin Superintendent Evaluation ✓ Approve 2019-20 Aug.- Dec. Board Meeting Calendar	District Office
April 23	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule ✓ California Day of the Teacher ✓ Week of the CSEA Employee	District Office
May 7	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ Final Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ Employee Recognition	District Office
May TBD <i>*Special Meeting</i>	Special Board Meeting ✓ Budget Update	District Office
May 21	Regular Board Meeting ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2019-20 ✓ Continue Superintendent's Evaluation ✓ Identify Board Member Representatives for Graduations ✓ Review Facility Use Fee Schedule ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office

June 4	Regular Board Meeting ✓ LCAP Public Hearing ✓ 2019-20 Budget Public Hearing ✓ Complete Superintendent Evaluation	District Office
June 18	Regular Board Meeting ✓ Adopt budget for 2019-20 ✓ Approval of LCAP ✓ Approval of Contracts and Purchase Orders for 2019-20 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report ✓ Consolidated Application	District Office

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

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

SUBJECT: 2018-2019 Smarter Balanced Assessment (SBA) Results

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Matthew Binder, Director of Educational Technology;
Ani Silva, Director of Curriculum and Special Projects

RECOMMENDATION:

The District Administration recommends that the Board review the 2018-2019 California Assessment of Student Performance and Progress results – Smarter Balanced Assessments (SBA).

BACKGROUND:

The California Assessment of Student Performance and Progress is comprised of the Smarter Balanced Assessments (SBA), administered in grades 3-8 and grade 11 in English Language Arts and Mathematics. The Smarter Balanced Assessment is comprised of two components; a computer adaptive portion and a performance task for both content areas of English Language Arts/Literacy (ELA) and Mathematics. The SBA was first administered in 2014-15. This is our fifth year of administering these assessments as part of the state's accountability model. Results from SBA are used to measure a school or district's status and growth as part of the six state indicators of success which comprise the California School Dashboard and Accountability Model.

INFORMATION:

The presentation will highlight the following:

- Five-year Smarter Balanced Assessment data 2014-15, 2015-16, 2016-17, 2017-18, and 2018-20 growth comparisons in ELA and Math
- 5 Year cohort growth comparisons
- Target student group results by performance levels (English learners, socioeconomic disadvantaged, special needs, and reclassified English learners)

The academic skills that students are expected to master for college and career readiness are emphasized on the SBA. These tests include performance tasks that require students to demonstrate critical thinking and problem-solving skills and to apply their knowledge of subject matter by performing complex problems. The assessments are computer adaptive - providing students with a wider range of questions tailored to more accurately identify the knowledge and skills students have mastered. The SBA is also a measure of student academic growth over time and provides teachers and schools important information used to guide instruction as students move from one grade level to the next.

Students receive an overall score for each subject, ranging between 2,000 and 3,000. Overall scores are reported within one of four levels: standard exceeded, standard met, standard nearly met, and standard not met as the tables below indicate (for English Language Arts/Literacy and Math).

The score reports also highlight students' strengths in key areas (called "Claims") for both ELA and mathematics. ELA results include information about the students' performance in the areas of reading, writing, listening, and research. Mathematics results include information about students' performance in problem solving, using concepts and procedures, and communicating mathematical reasoning. The student's performance in these key areas for each subject are reported using the following three indicators: below standard, at or near standard, and above standard.

Score reports for students in grade eleven indicate their readiness for credit-bearing, college-level work. In 2018-2019 students in grades 5, 8, 11, and 12 took the new operational California Science Test (CAST). Results from the 2018-19 CAST are forthcoming.

Comparisons of SBA results are made to better inform decisions around identifying students in greatest need of academic support, planning differentiated instruction, aligning curriculum, and supporting the professional development of staff.

FISCAL IMPACT:

None.

Smarter Balanced Assessment (SBA) Results

PGUSD

October 3, 2019

Matthew Binder

Director of Educational Technology

Ani Silva

Director of Curriculum and Special Projects

PGUSD

Regular Meeting of October 3, 2019



Smarter Balanced Assessment (SBA)

- Grades 3-8, and 11
- Five statewide administrations:
2015 (Y1), 2016 (Y2), Spring 2017 (Y3), 2018 (Y4), 2019 (Y5)
- Two Subject Areas:
 - **English Language Arts (ELA)**
 - **Math**
- California Science Test (CAST) 2019:
Operational Test: Grades 5, 8, 11 and 12

Smarter Balanced Assessment (SBA)

- Comprised of real-world test items and tasks:
 - **Critical thinking**
 - **Problem-solving**
 - **Application of knowledge, skills**
 - **CAT – Computer Adaptive Test:** Leveled test items based on response success.
 - **PT – Performance Task:** Extended multi-part activities requiring application of knowledge, multiple skills.

- Intended to measure growth over *time*.

Understanding SBA Scores

Three Components

1. **Overall Scale Score:** Between 2000 and 3000.
2. **Performance/Score Level:** Each scale score falls into one of four achievement levels:

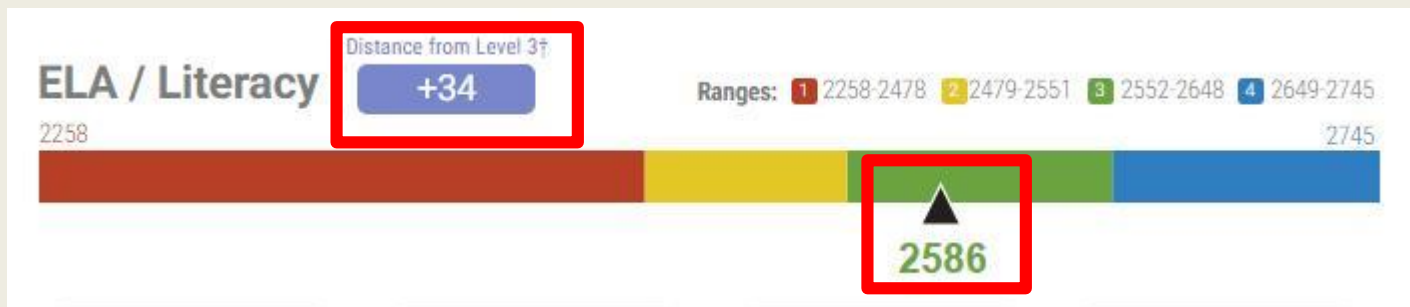
Not Met

Nearly Met

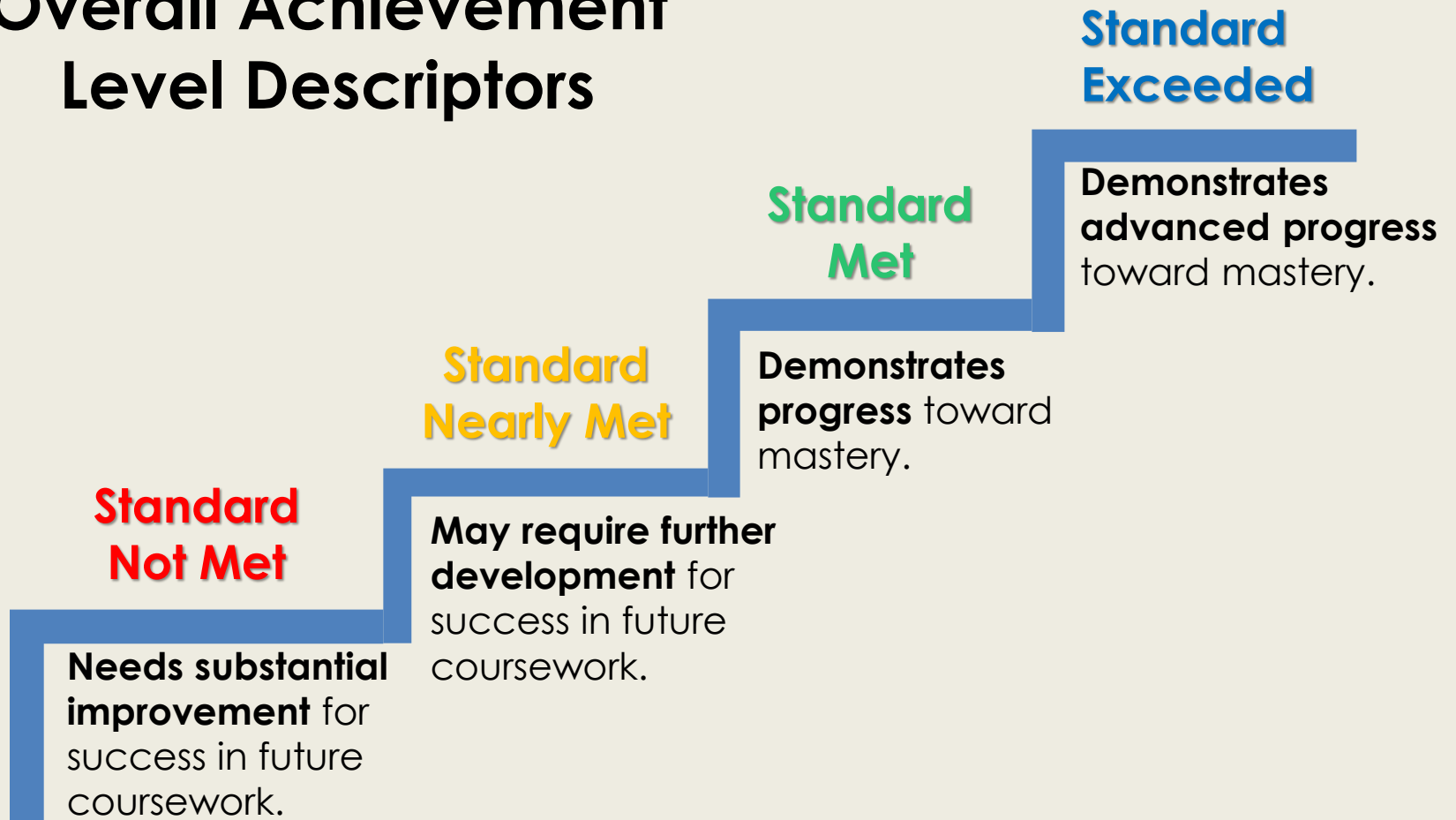
Met

Exceeded

1. **Distance from Level 3 (DF3):** Points above or below the lowest scale score of “standard met” (Level 3) level.



Overall Achievement Level Descriptors



Skill Areas Tested

ELA/Literacy Claims:



Reading



Writing

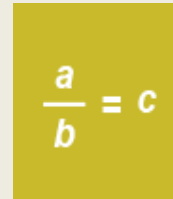


**Speaking and
Listening**

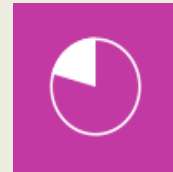


**Research/
Inquiry**

Mathematics Claims:



**Concepts &
Procedures**



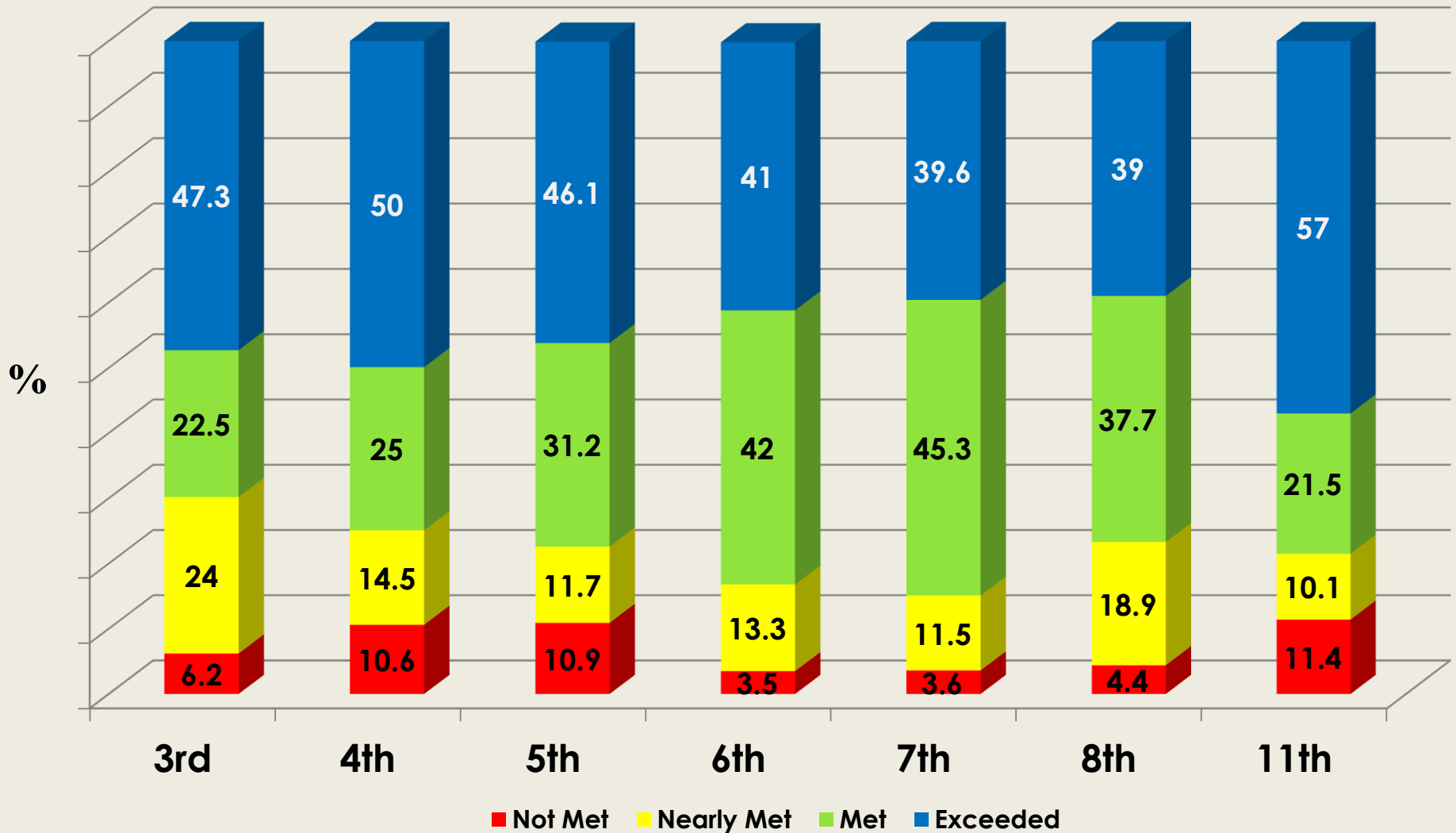
**Problem Solving
& Data Analysis**



**Communicating
Reasoning**

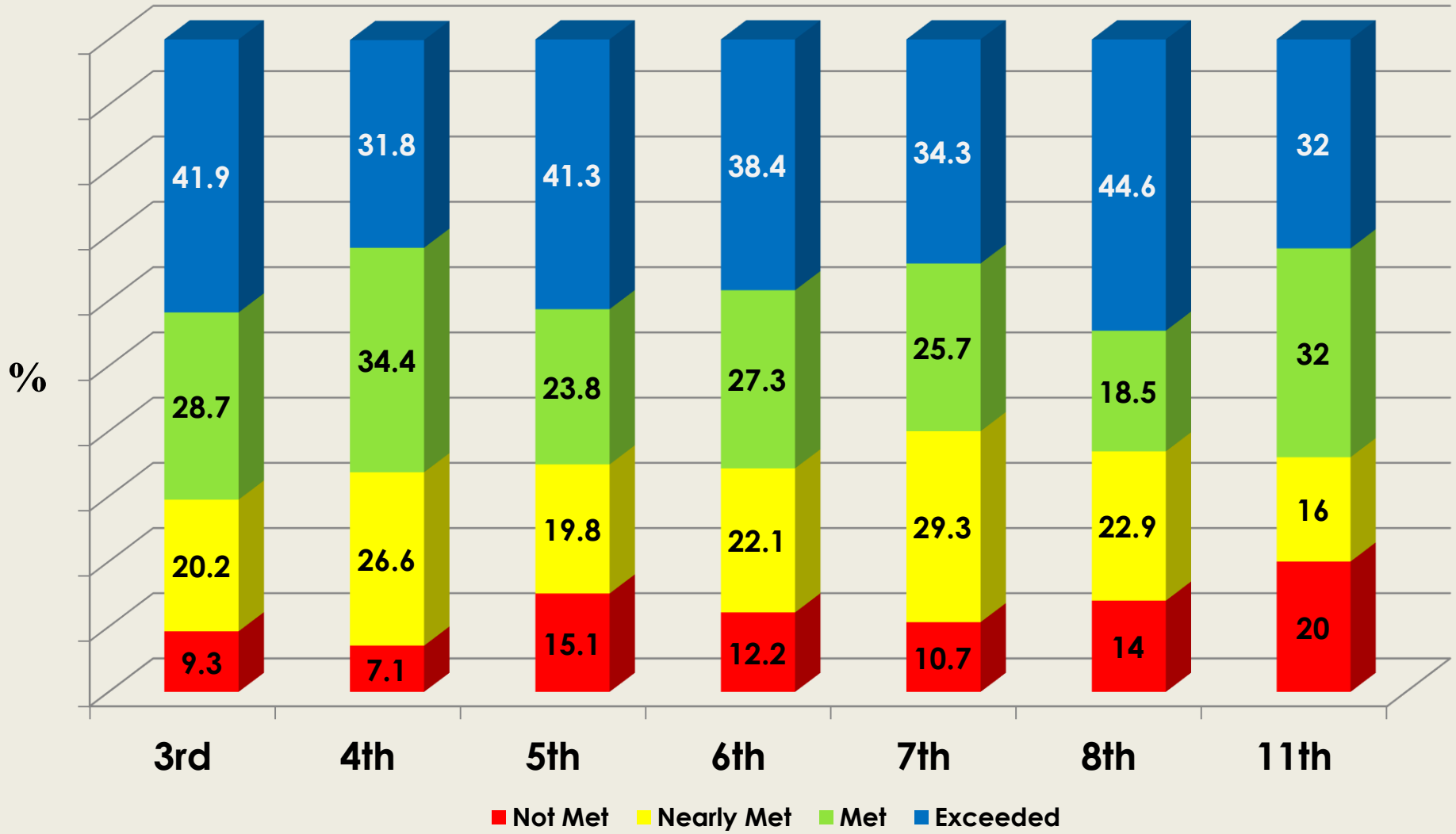
2019 Results (Y5)

ELA Achievement by Grade Level (2019 - Y5)

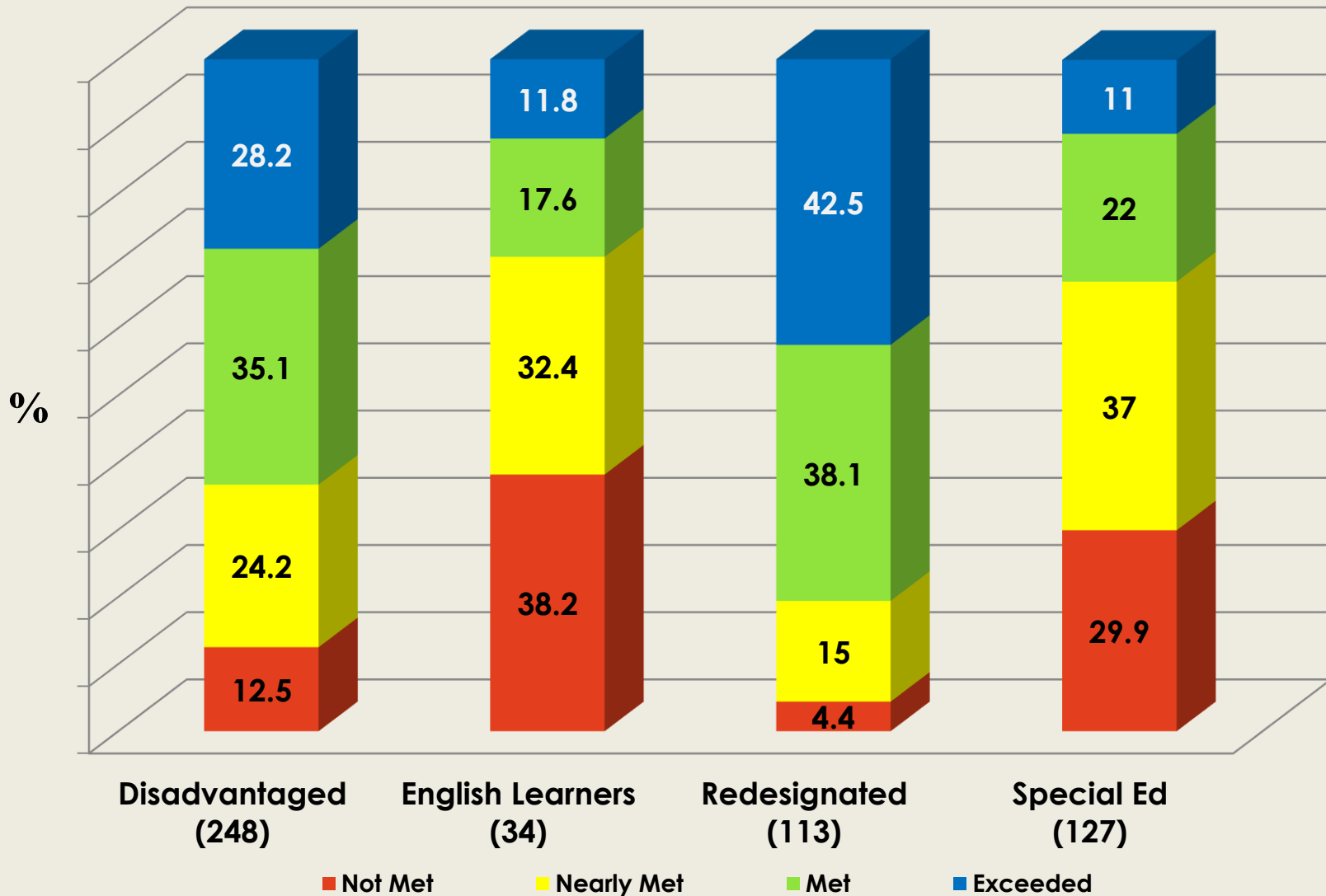


Math Achievement by Grade Level (2019 - Y5)

Information/Discussion Item A

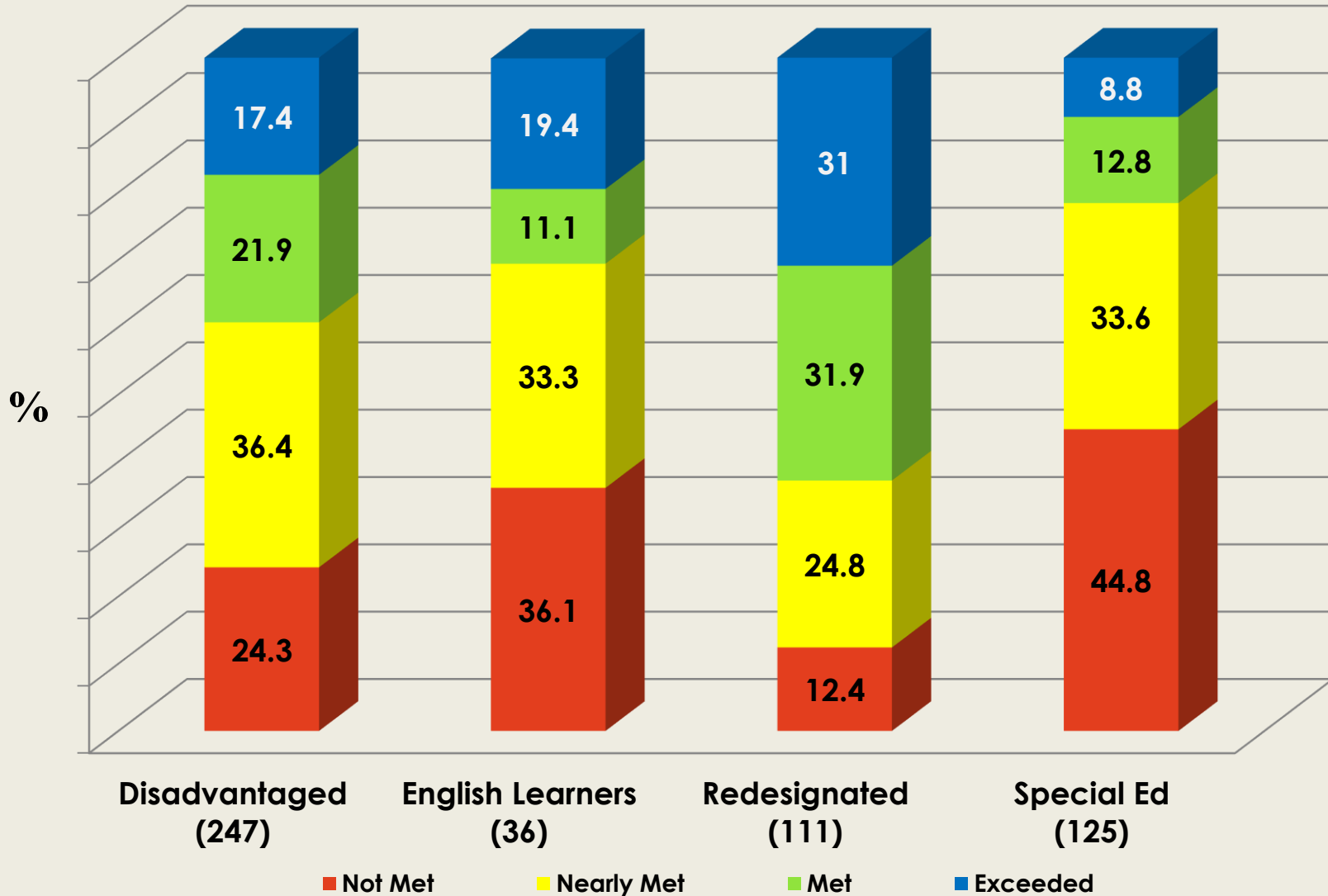


ELA Achievement By Student Group (all grades combined)



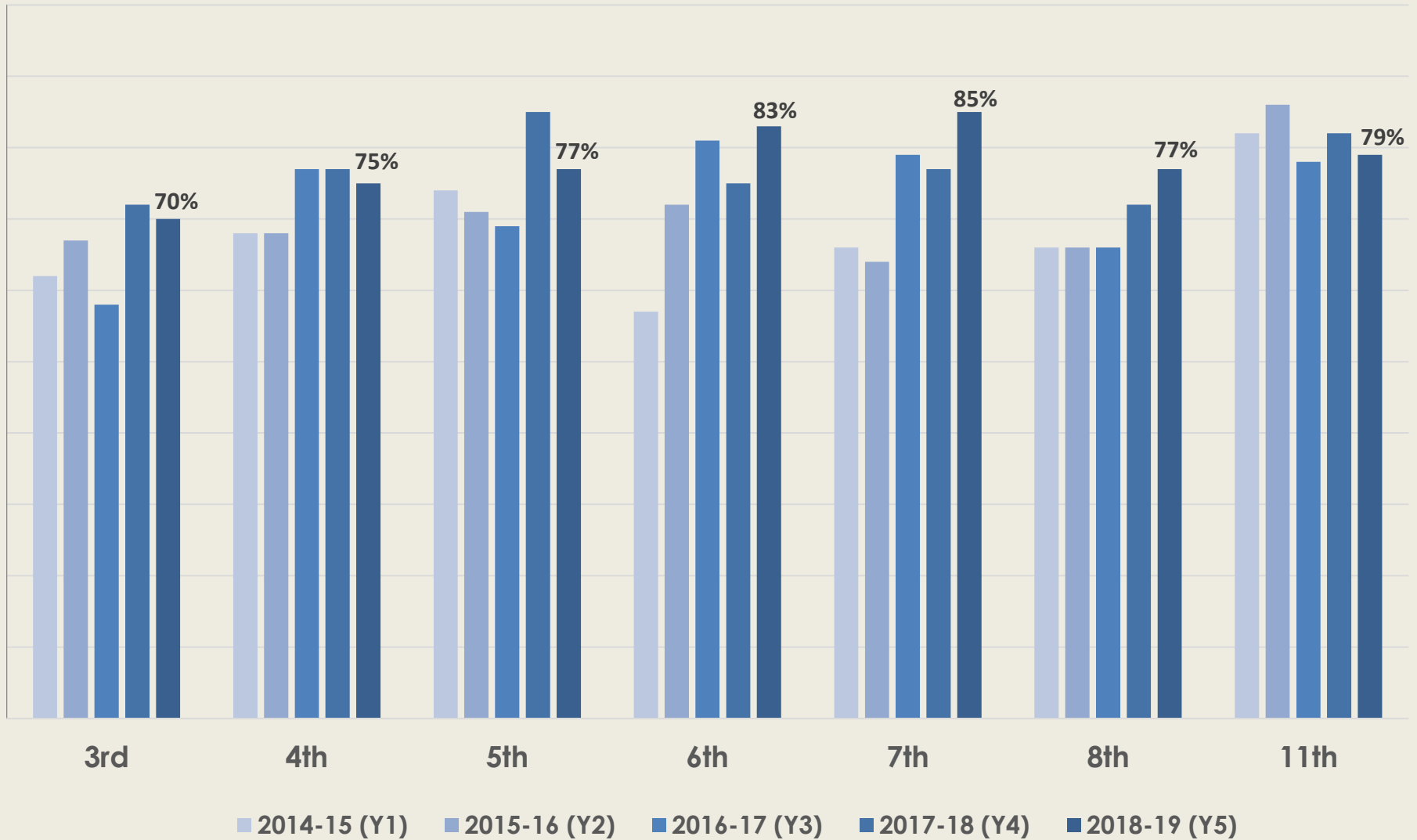
Math Achievement By Student Group (all grades combined)

Information Displayed: Year A



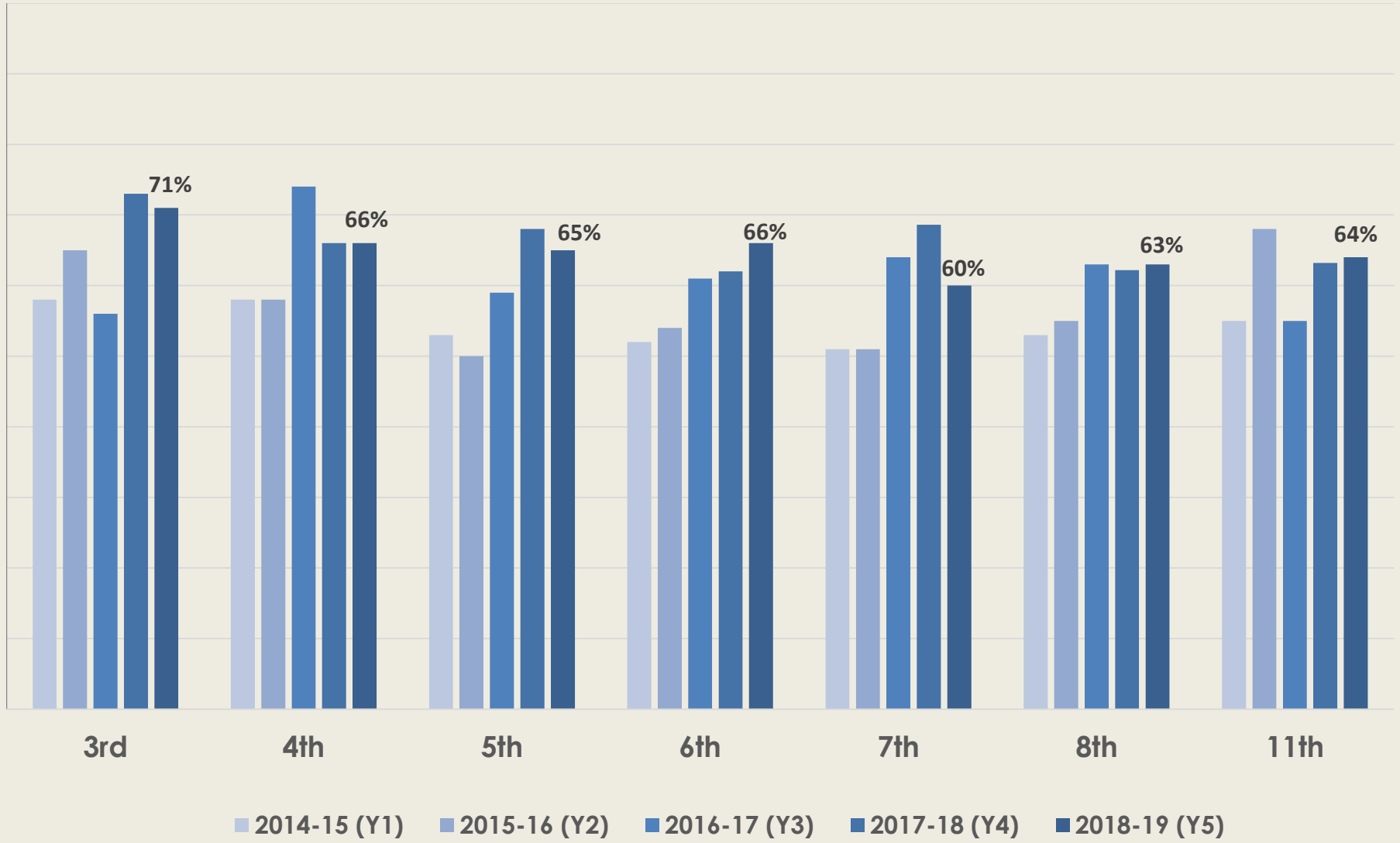
Y1-Y5 Comparisons

ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



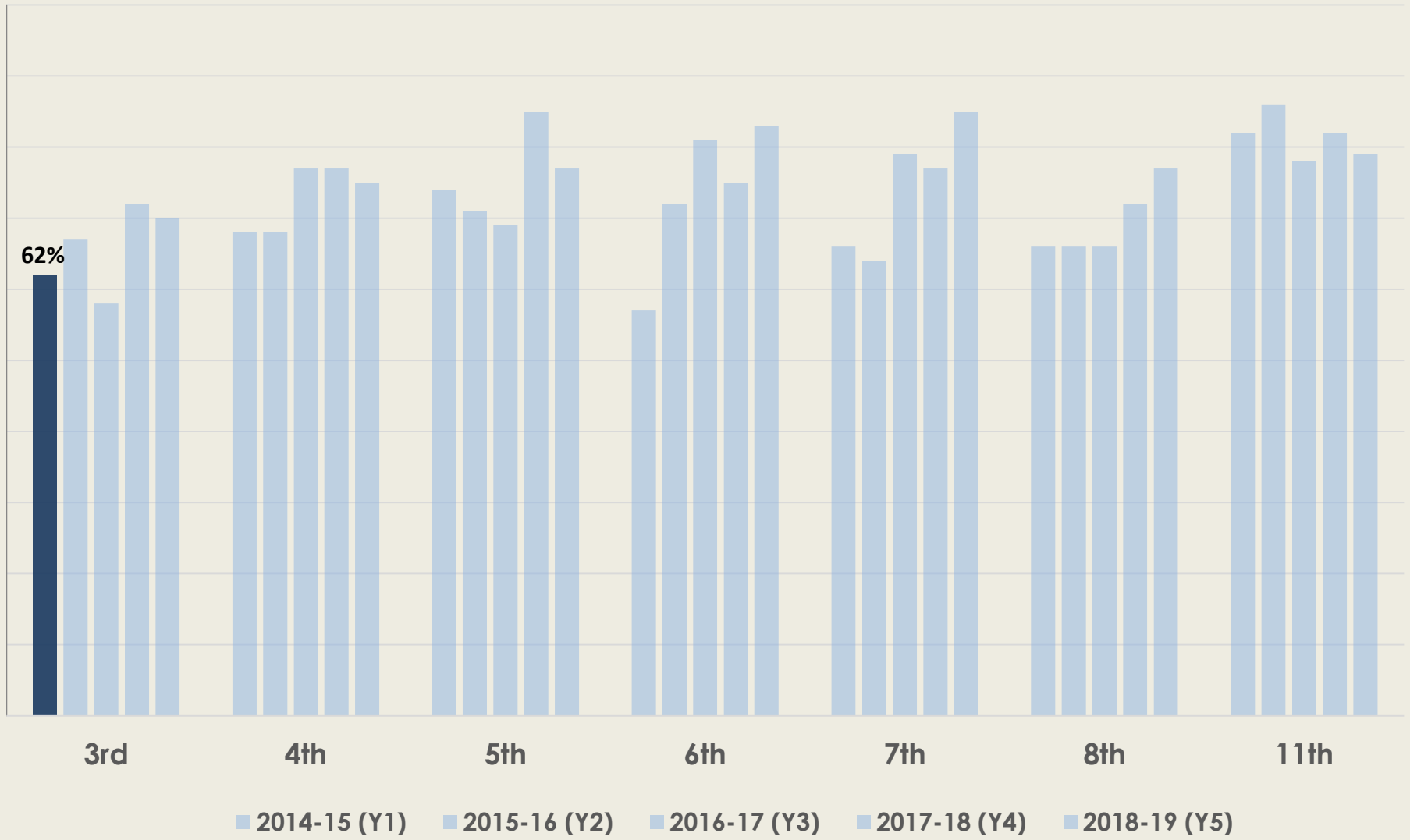
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A

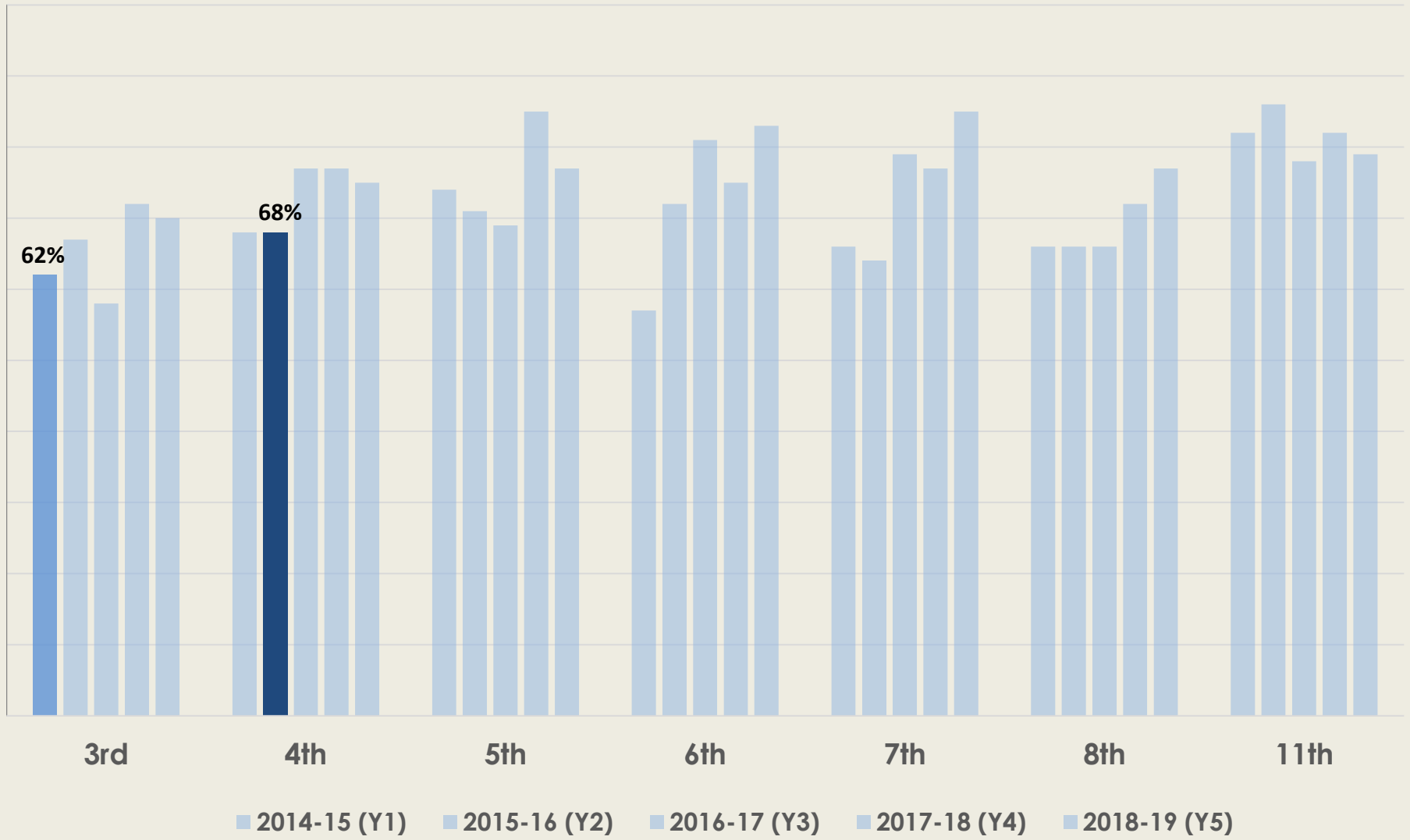


Y1: Grade 3 (ELA)

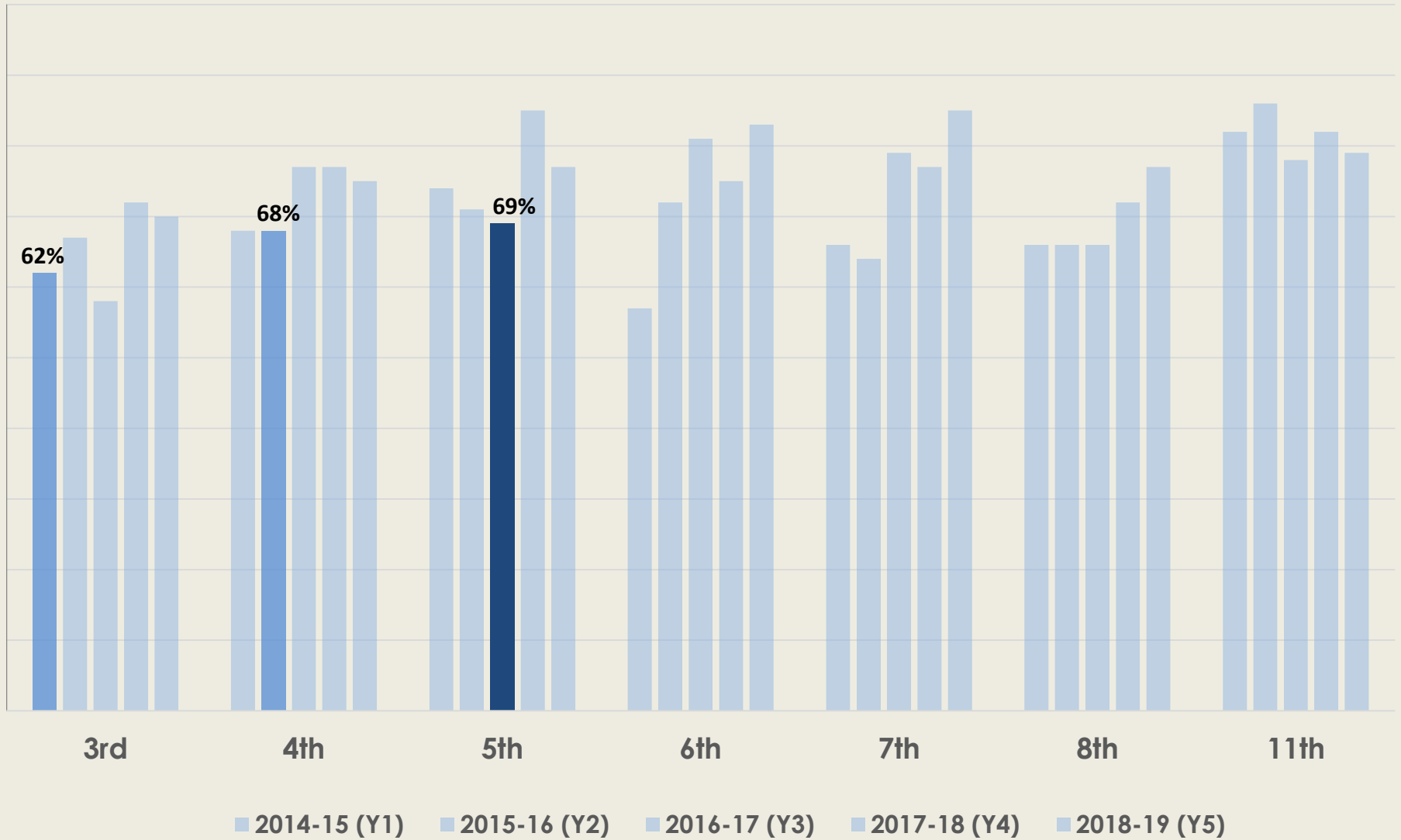
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



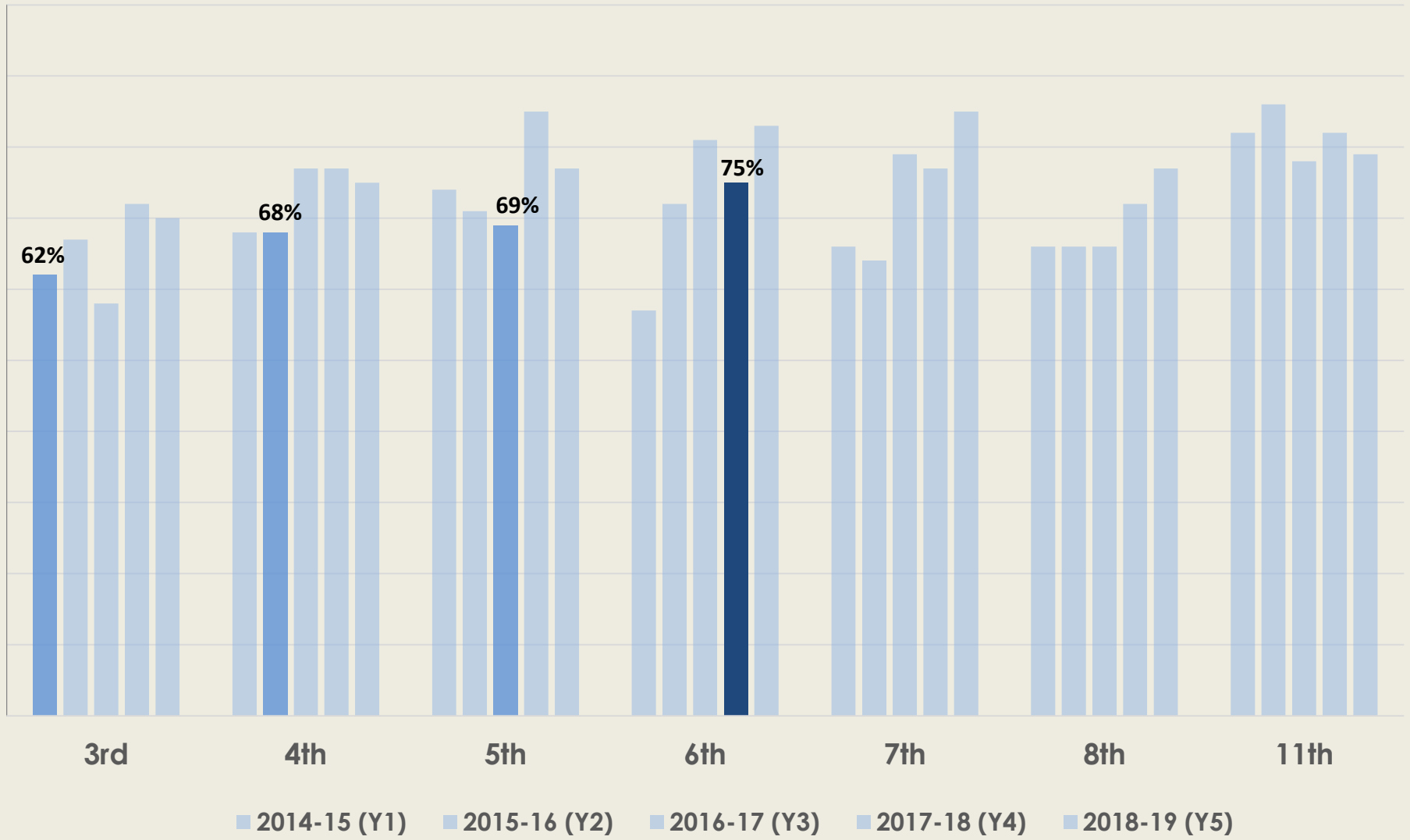
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



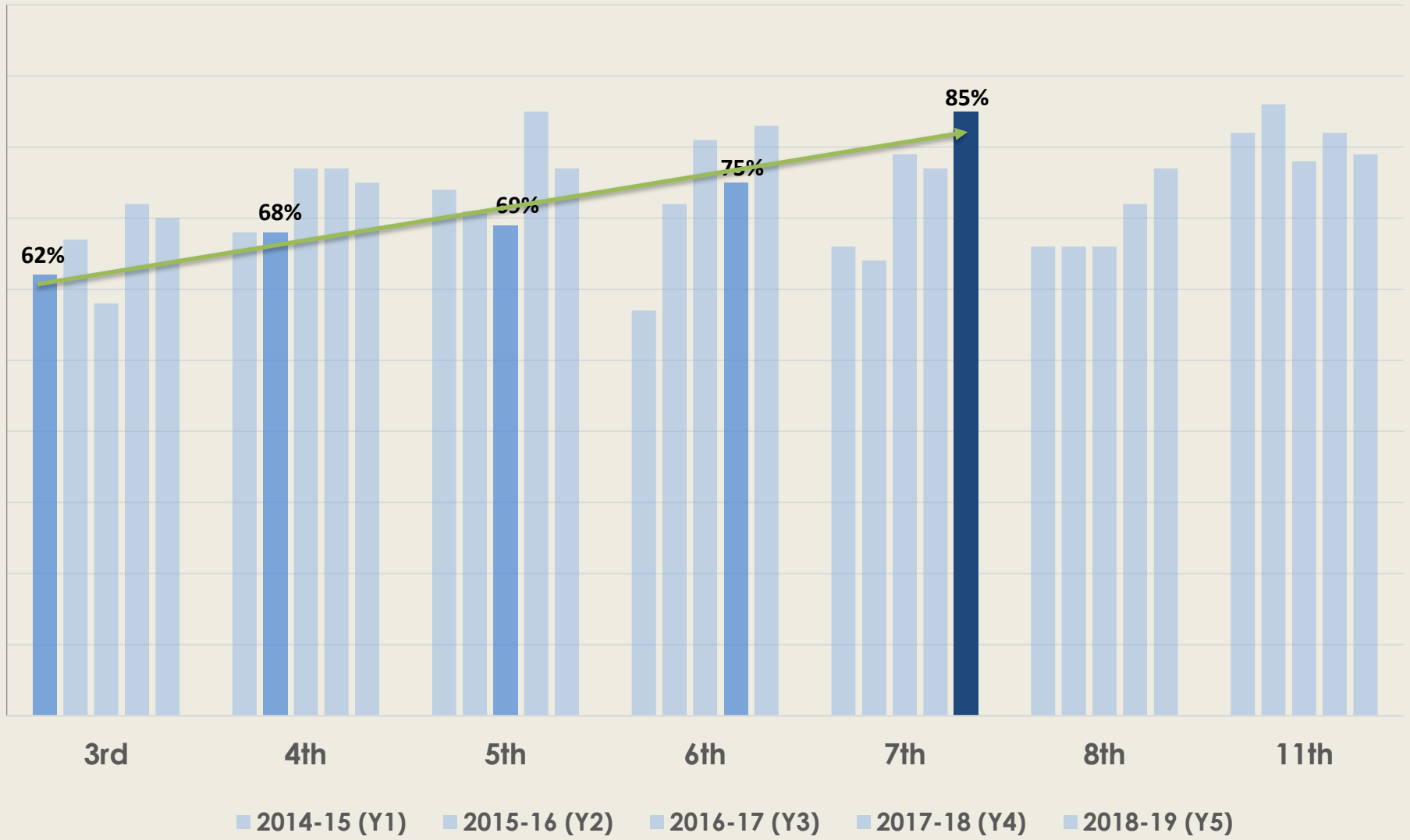
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A

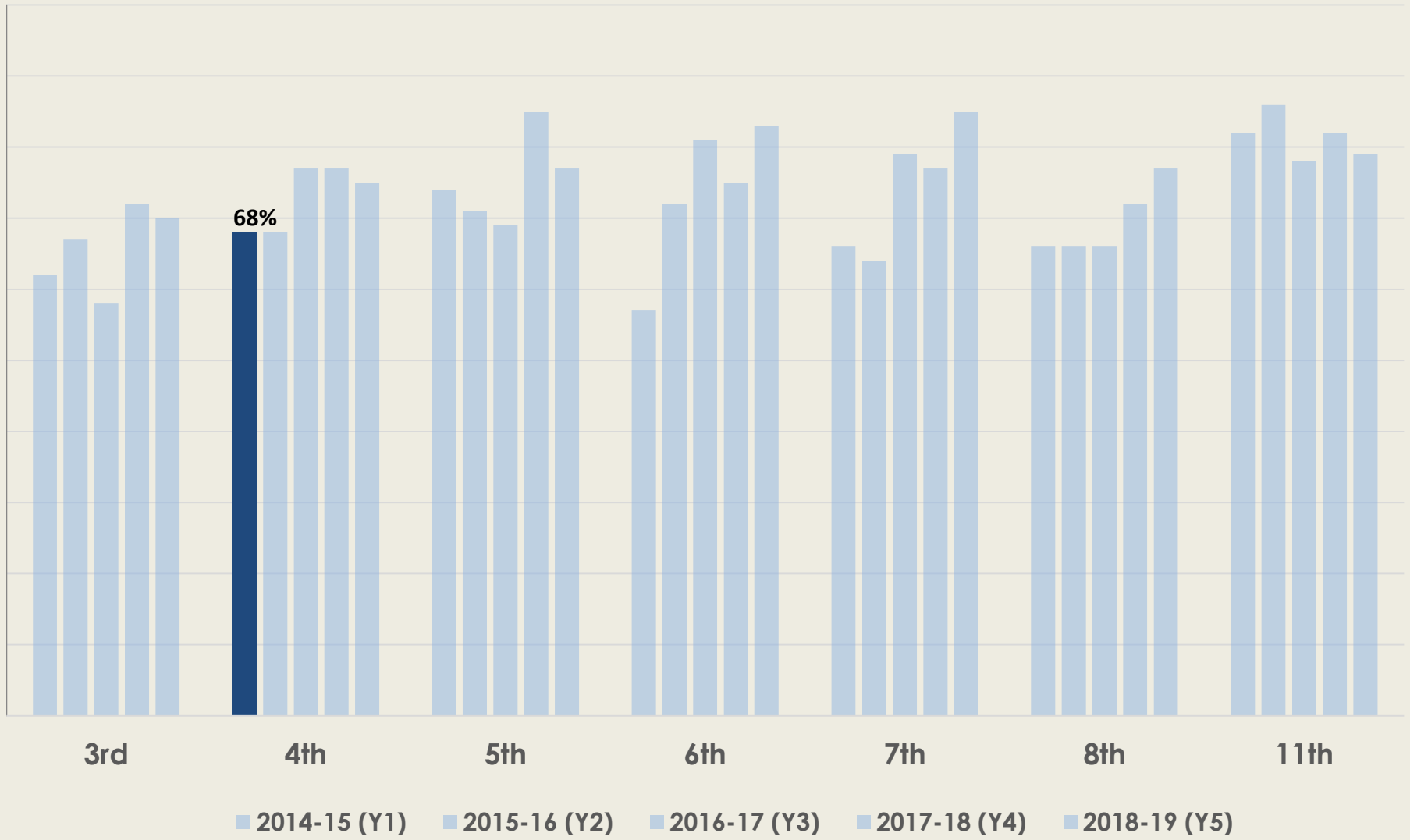


ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A

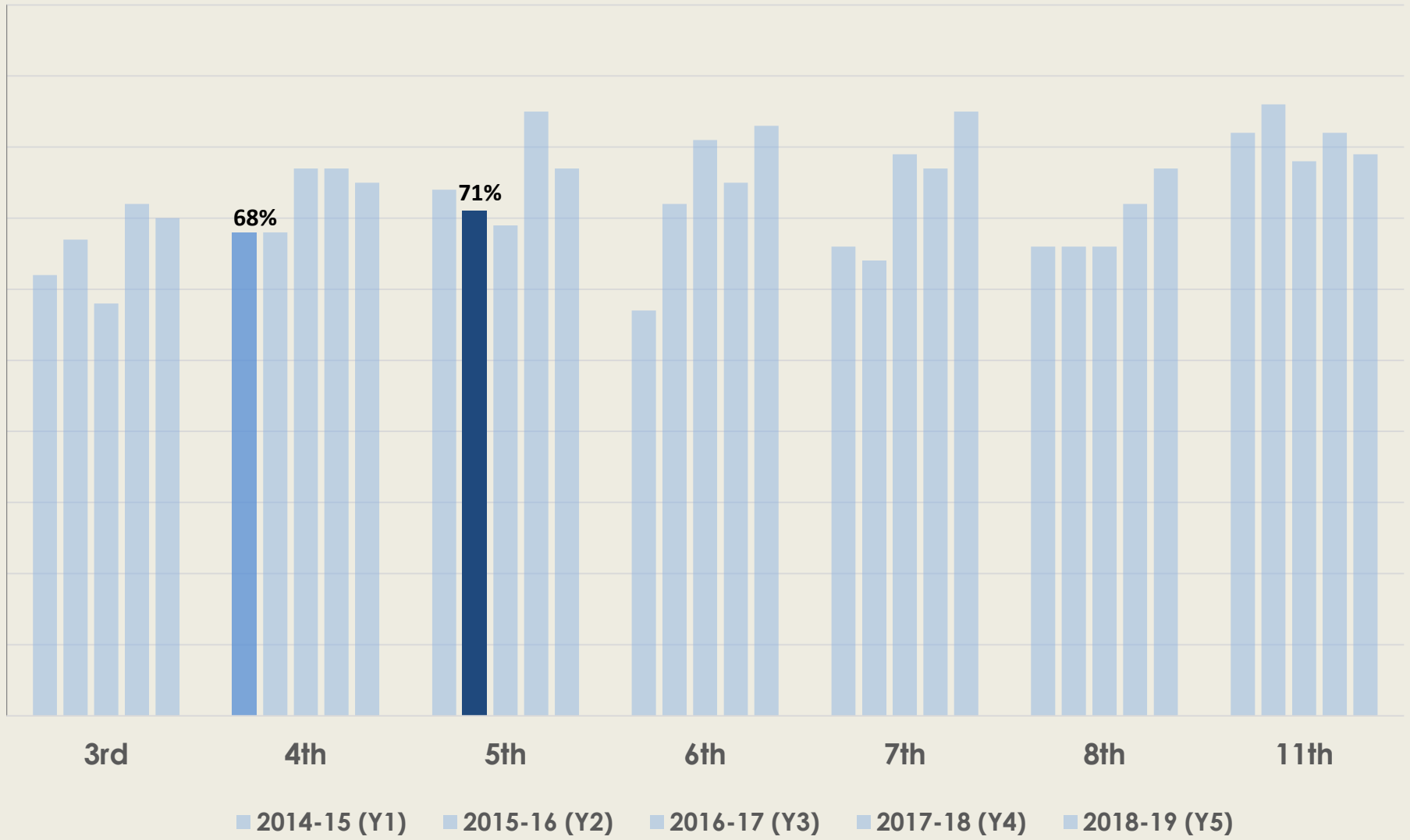


Y1: Grade 4 (ELA)

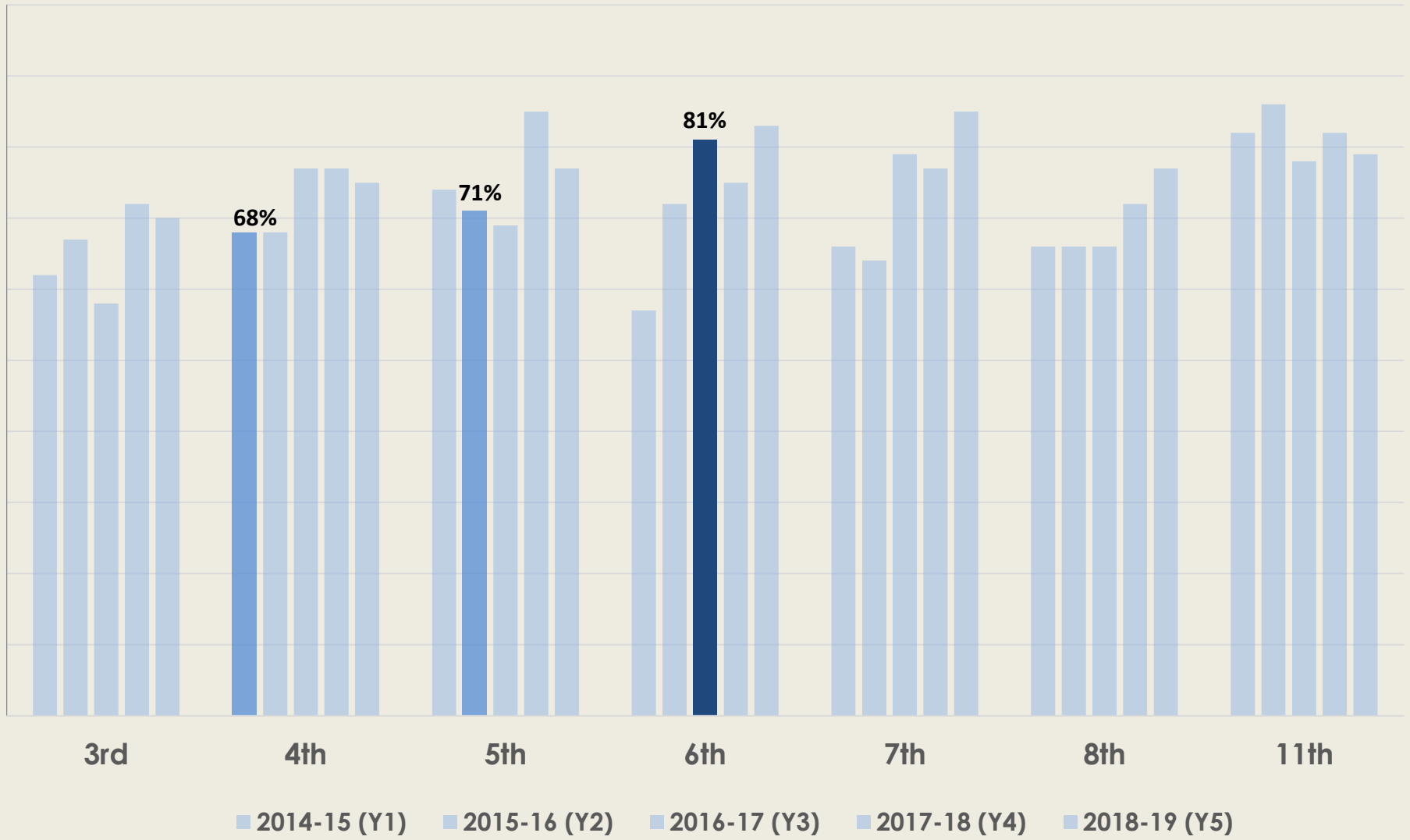
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



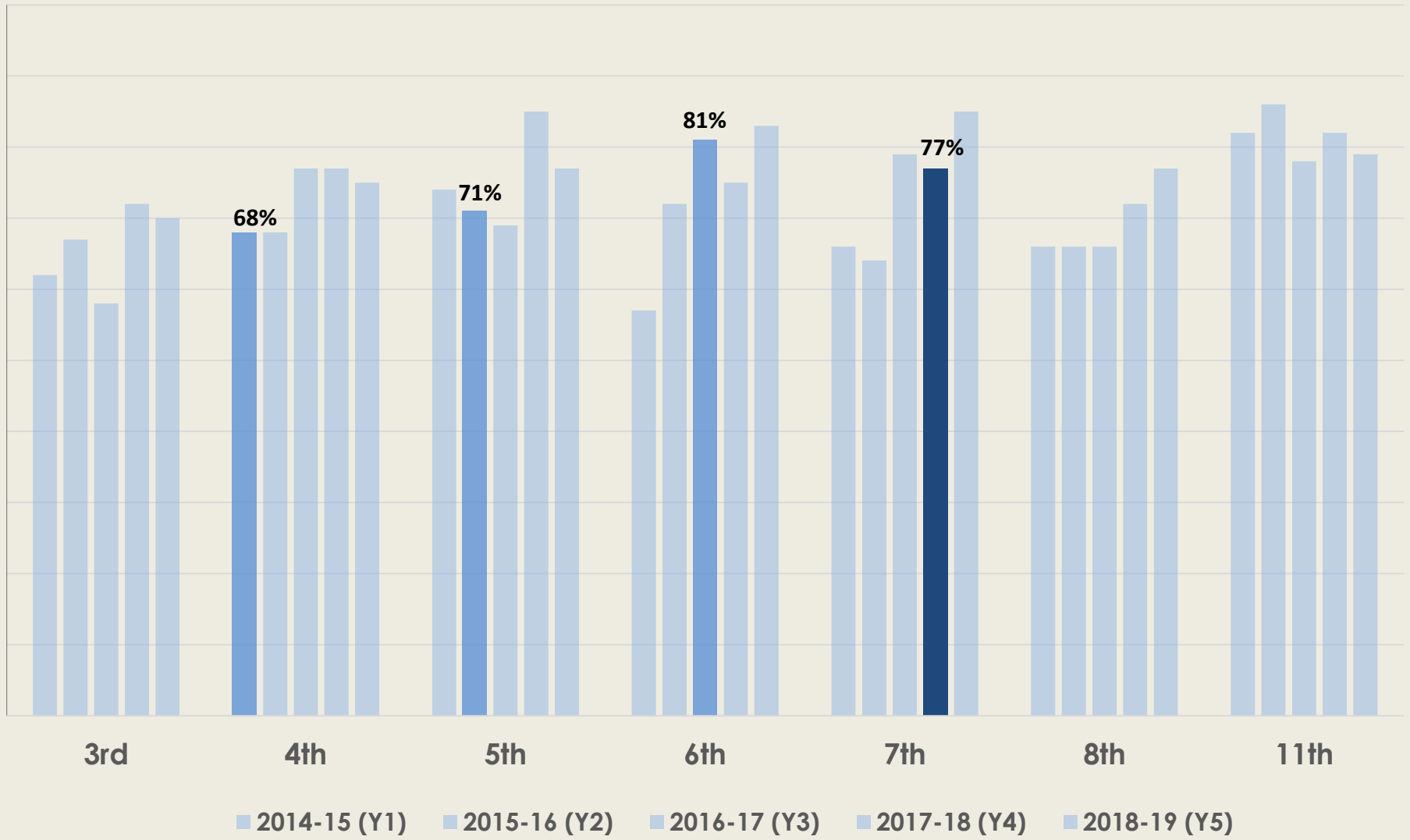
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



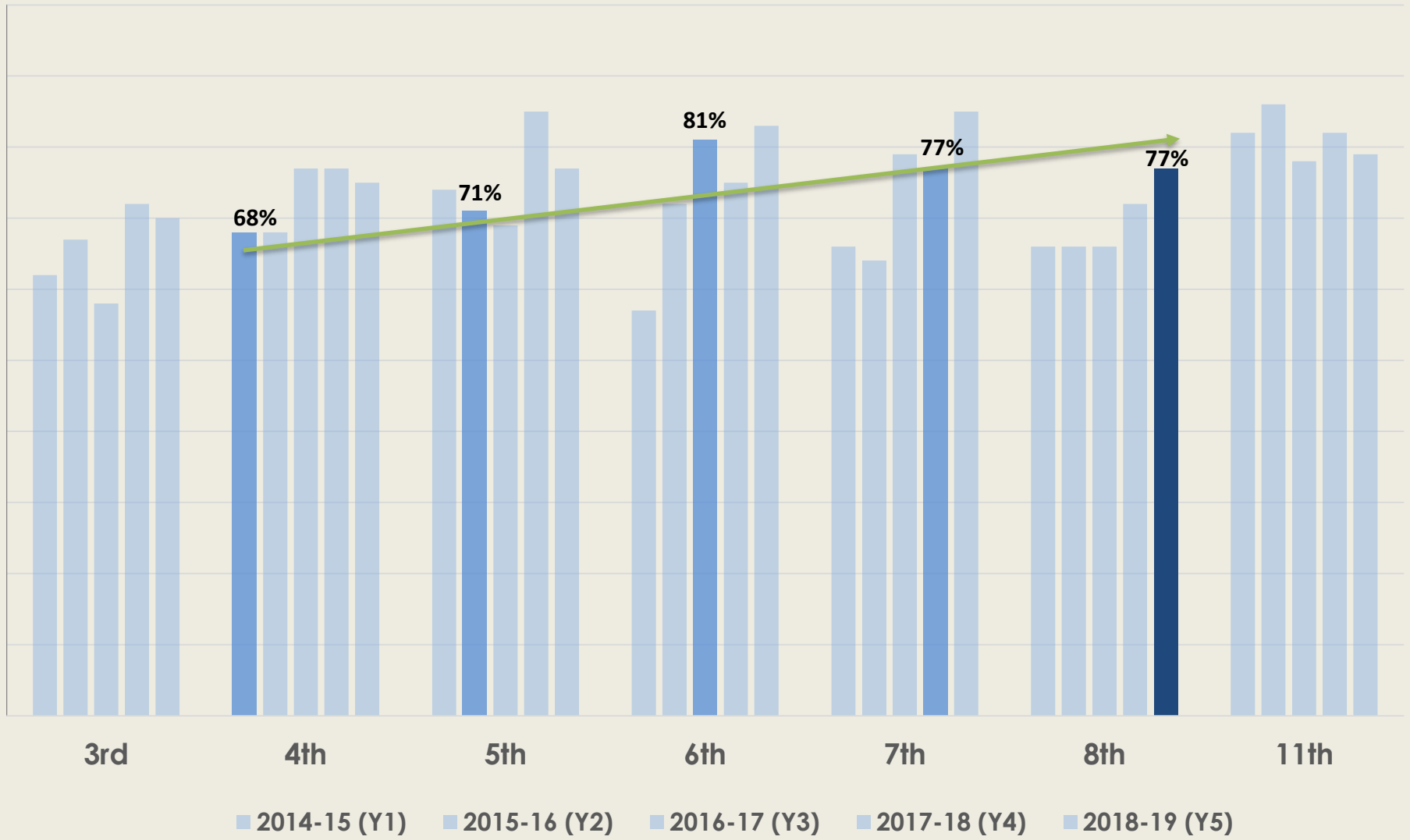
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A

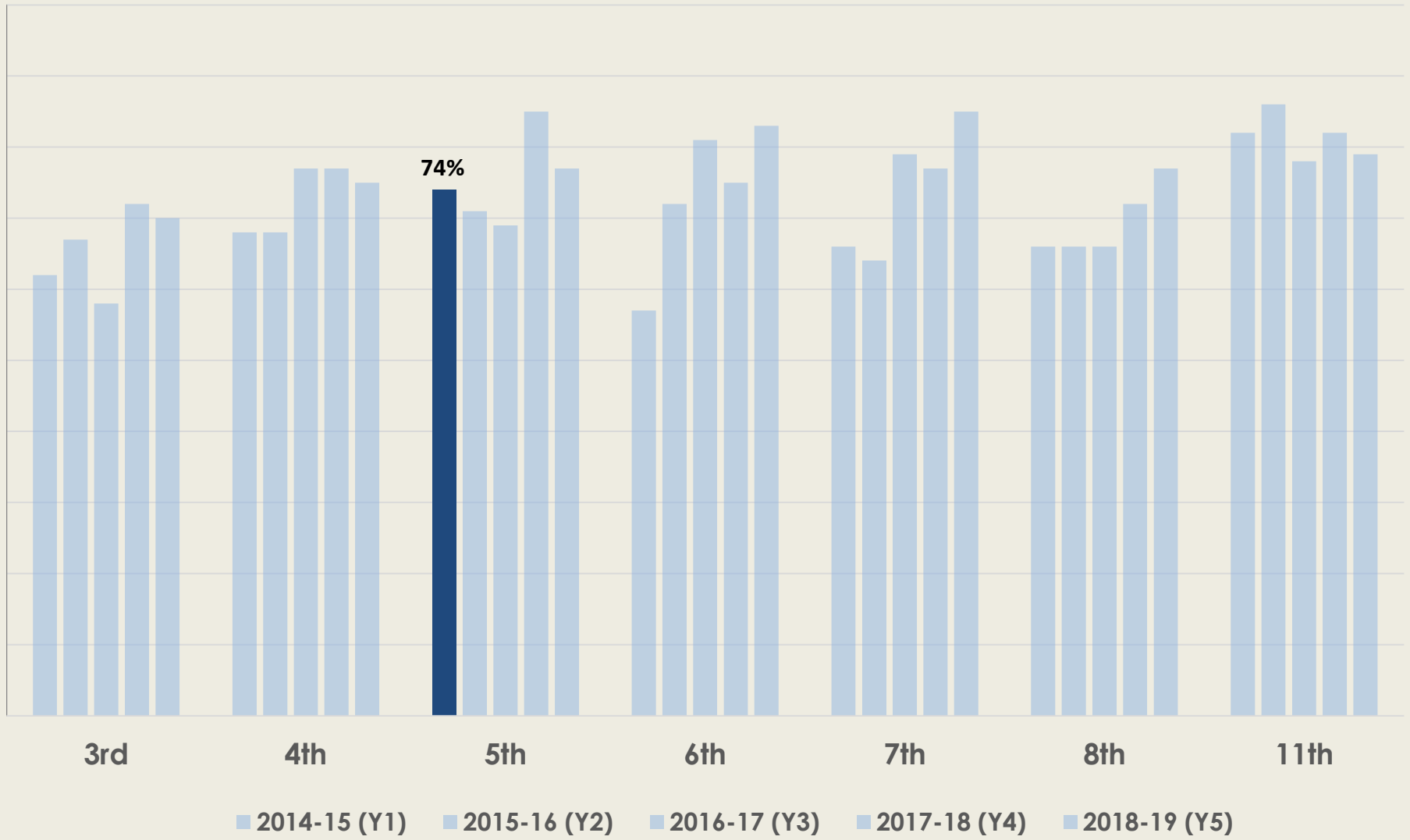


ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A

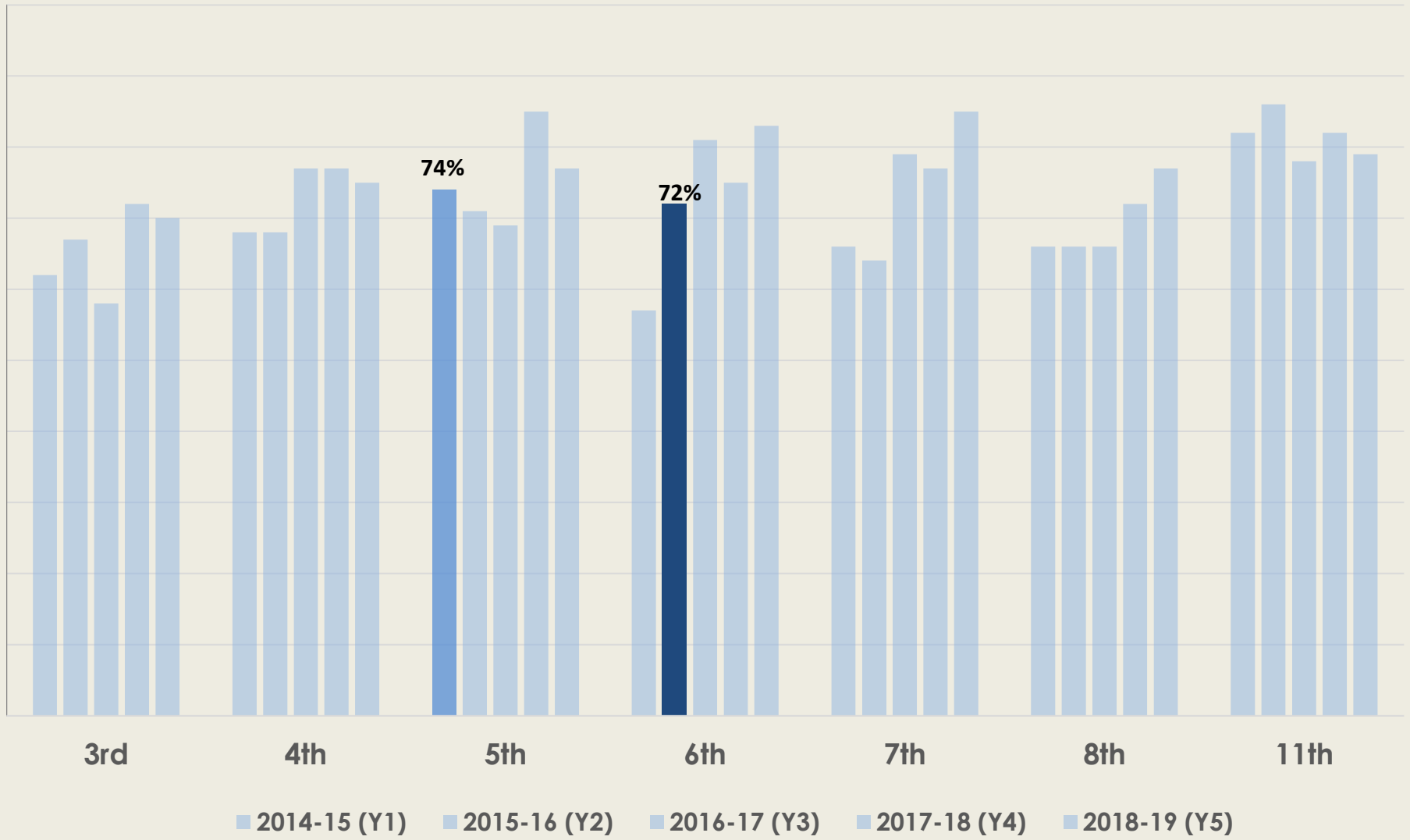


Y1: Grade 5 (ELA)

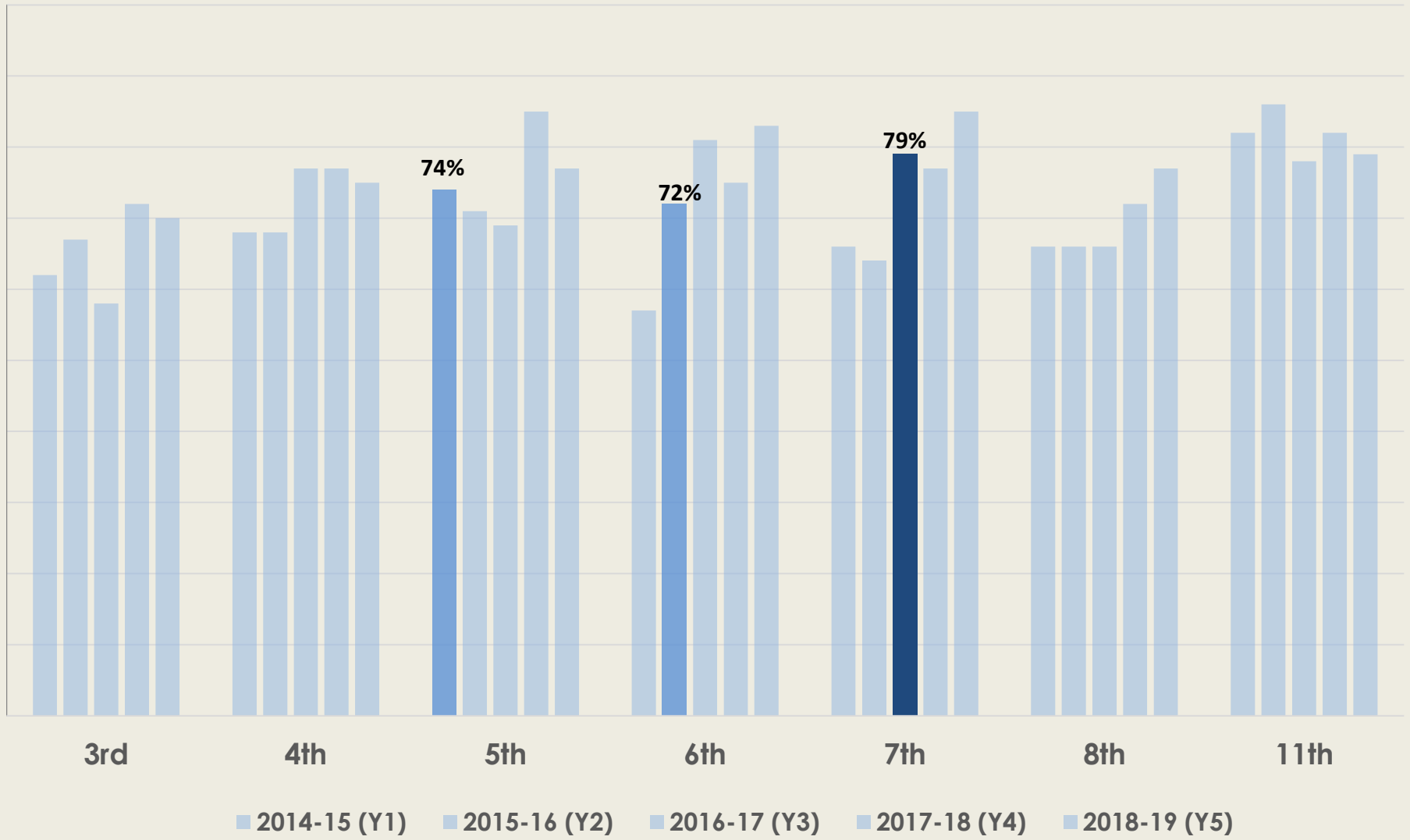
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



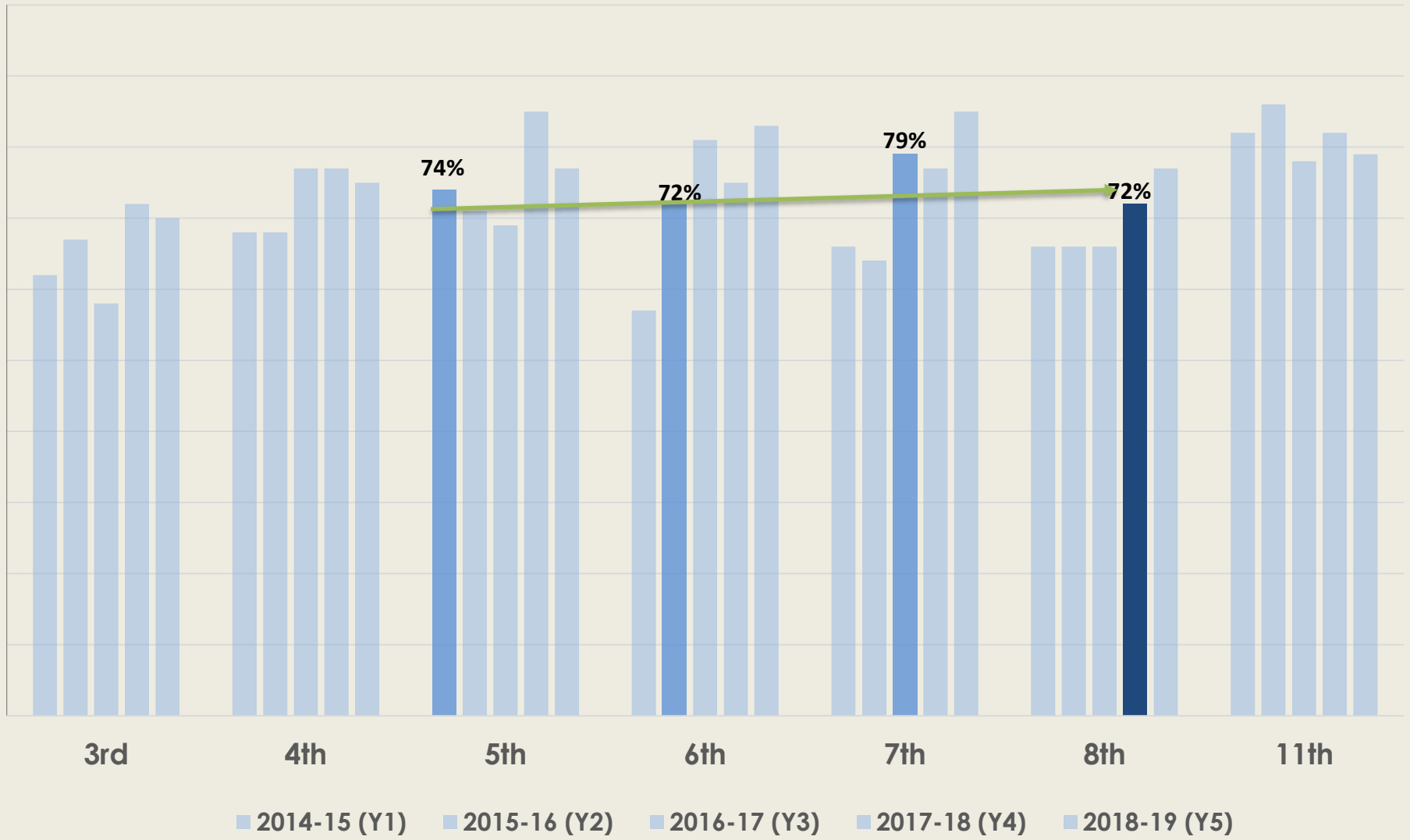
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



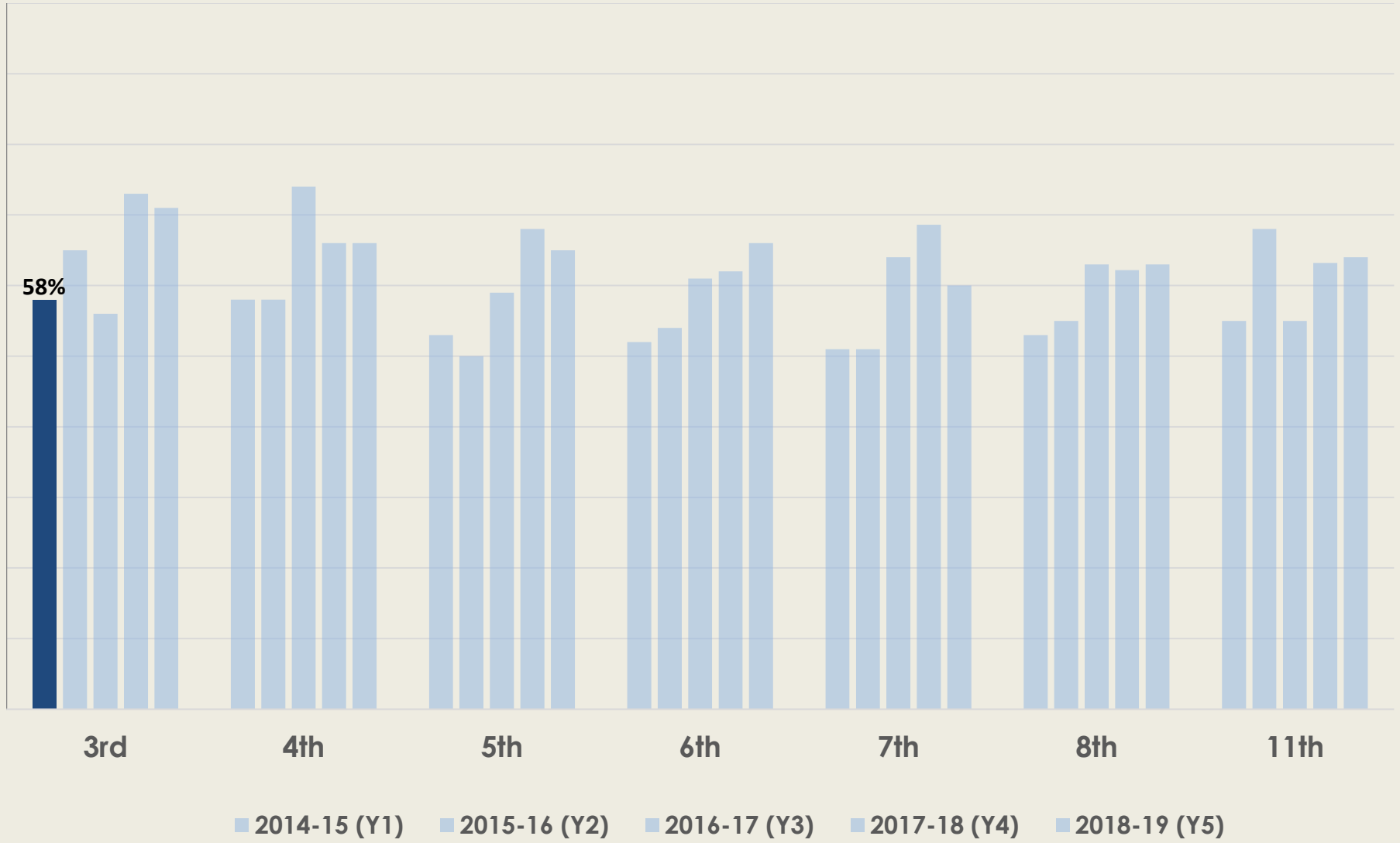
ELA: Standard Met/Exceeded (Y1-Y5) Information/Discussion Item A



Y1: Grade 3 (Math)

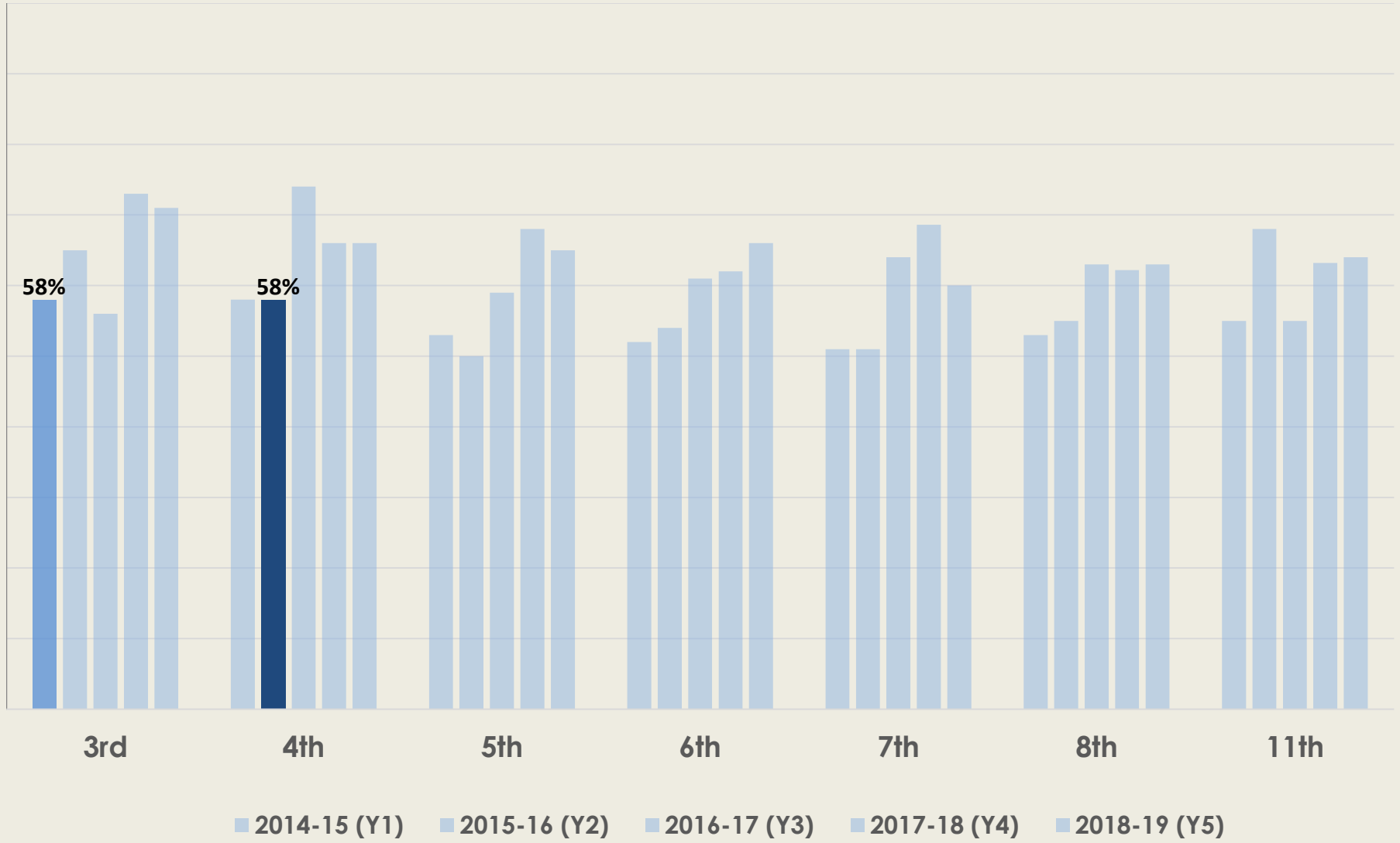
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A

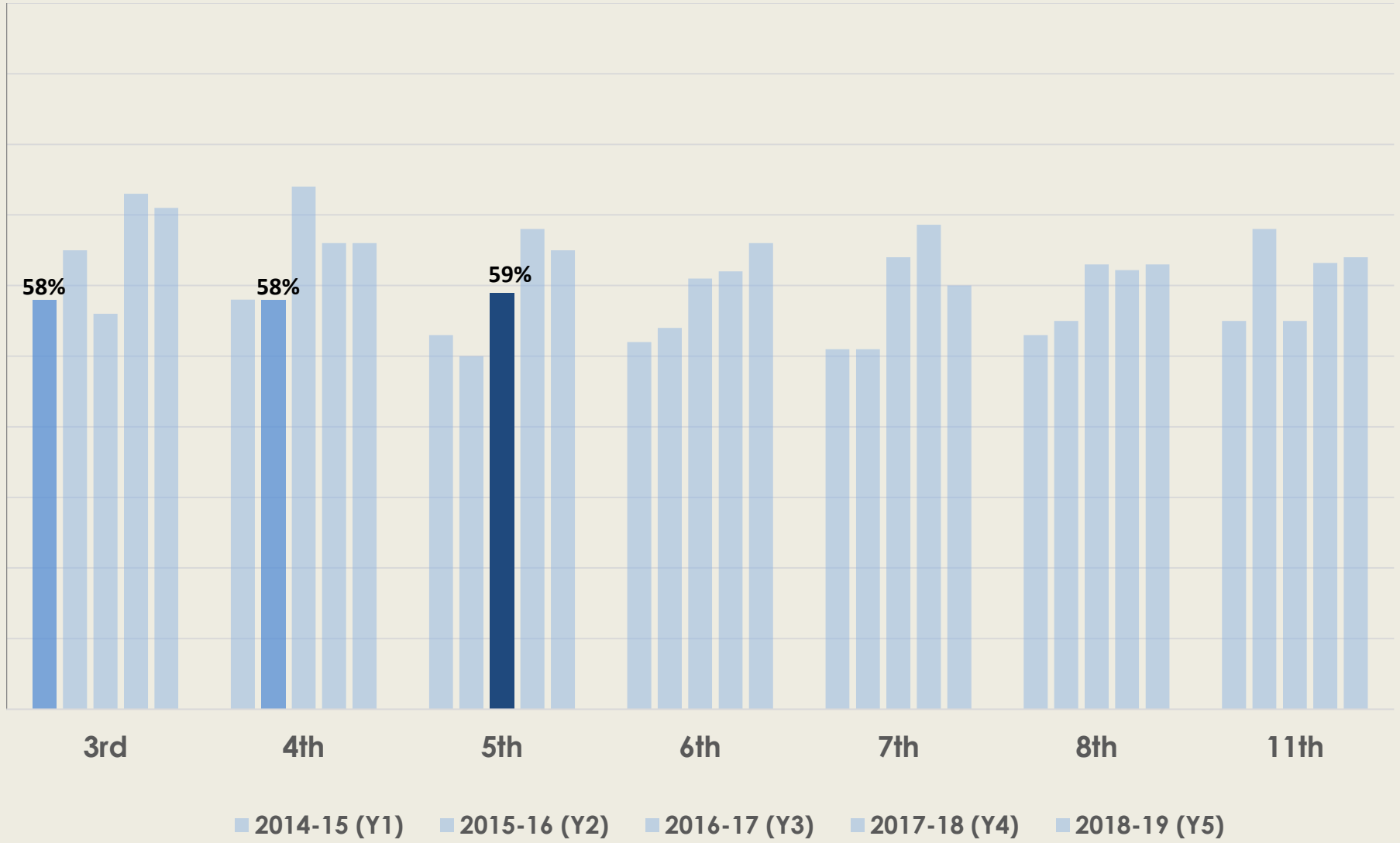


Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A

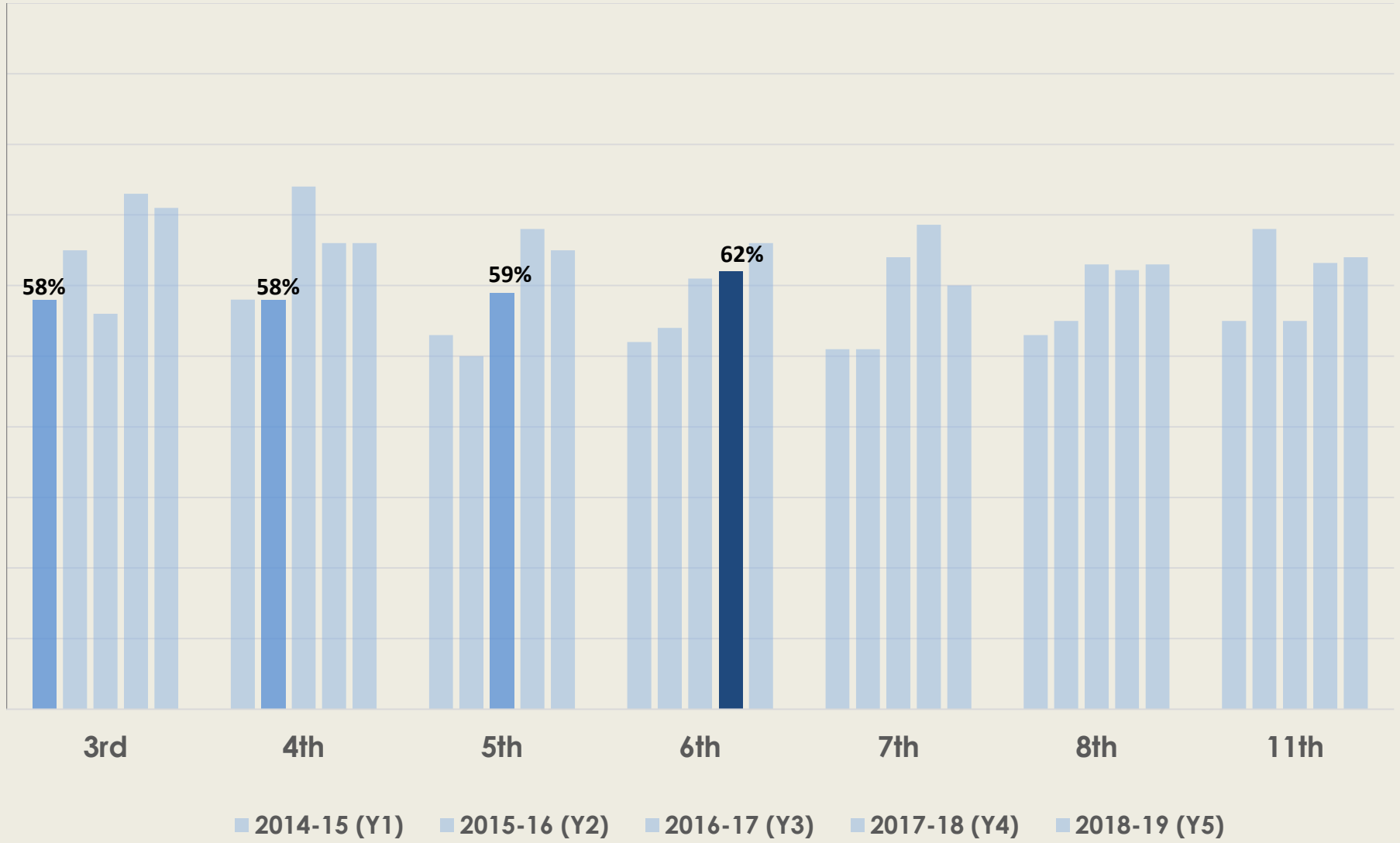


Math: Standard Met/Exceeded (Y1-Y4)

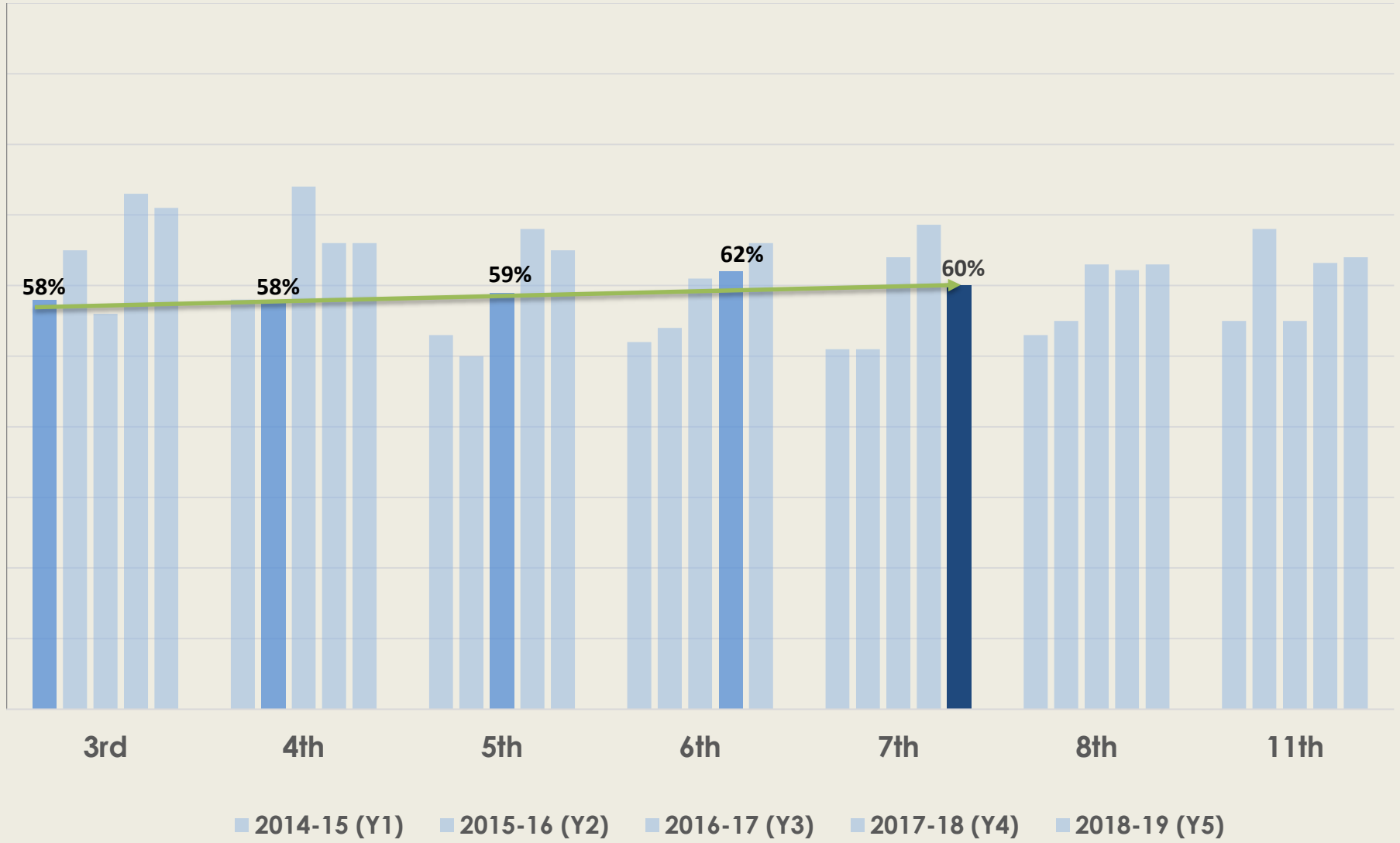


Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A

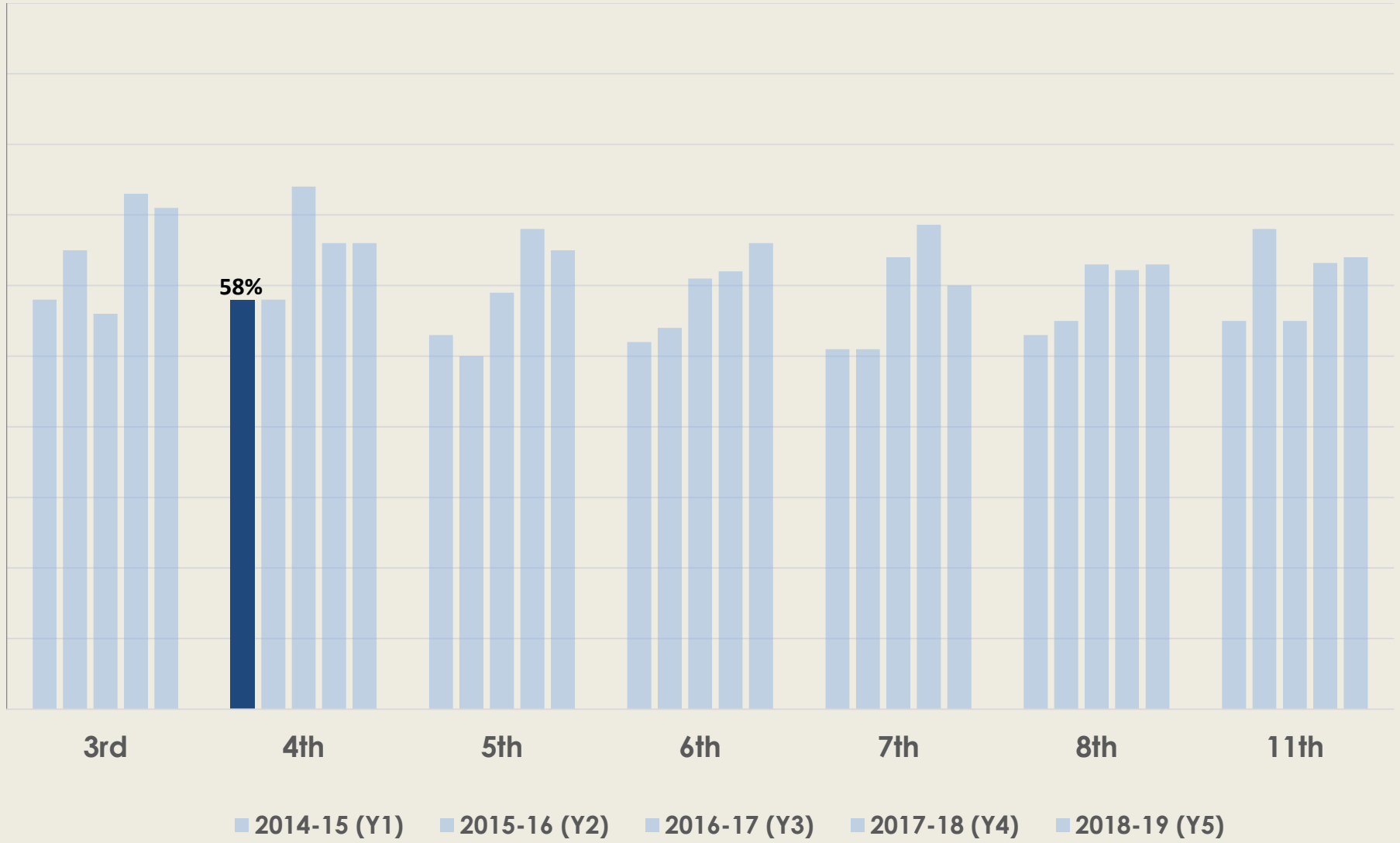


Math: Standard Met/Exceeded (Y1-Y4)



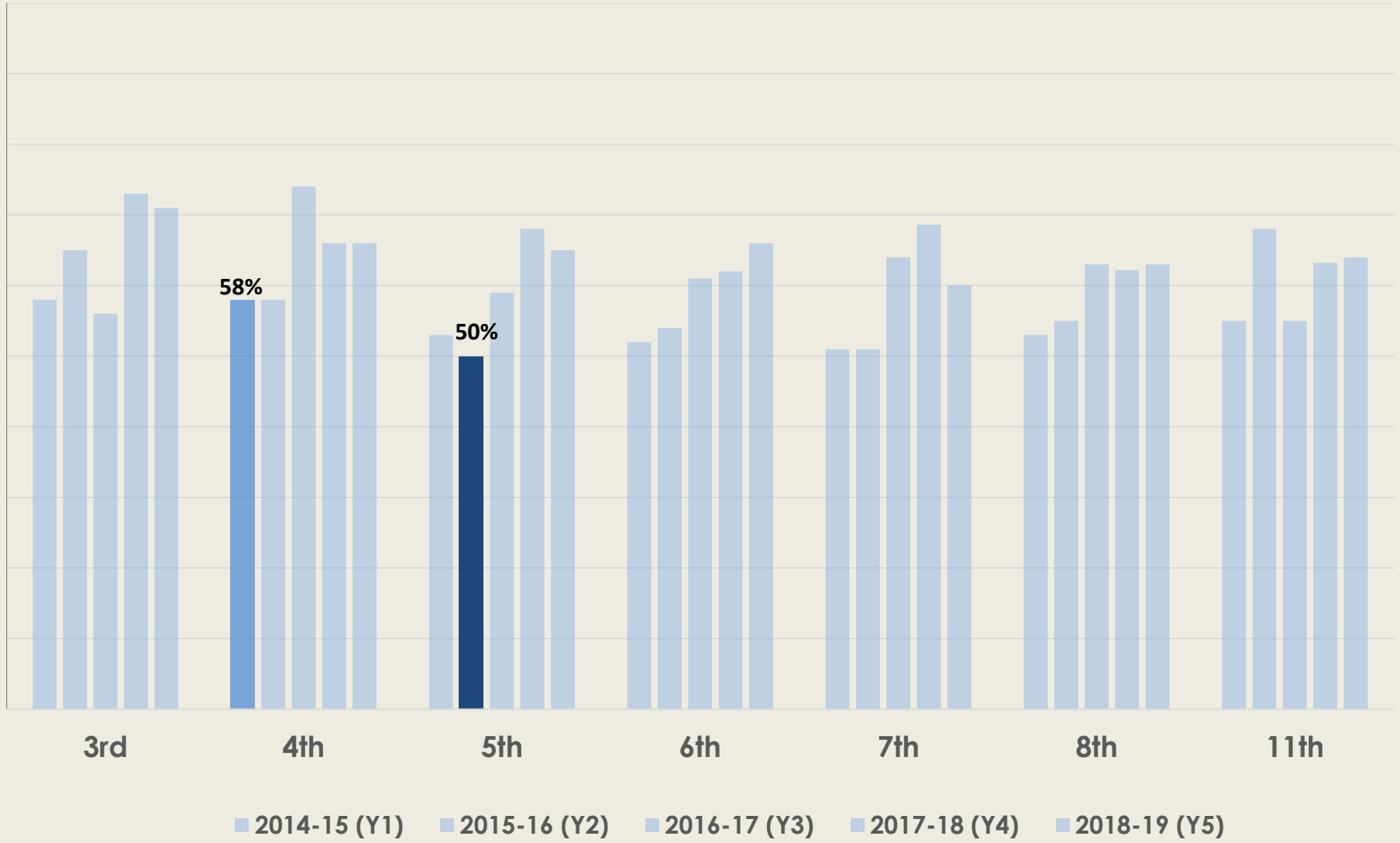
Y1: Grade 4 (Math)

Math: Standard Met/Exceeded (Y1-Y4)

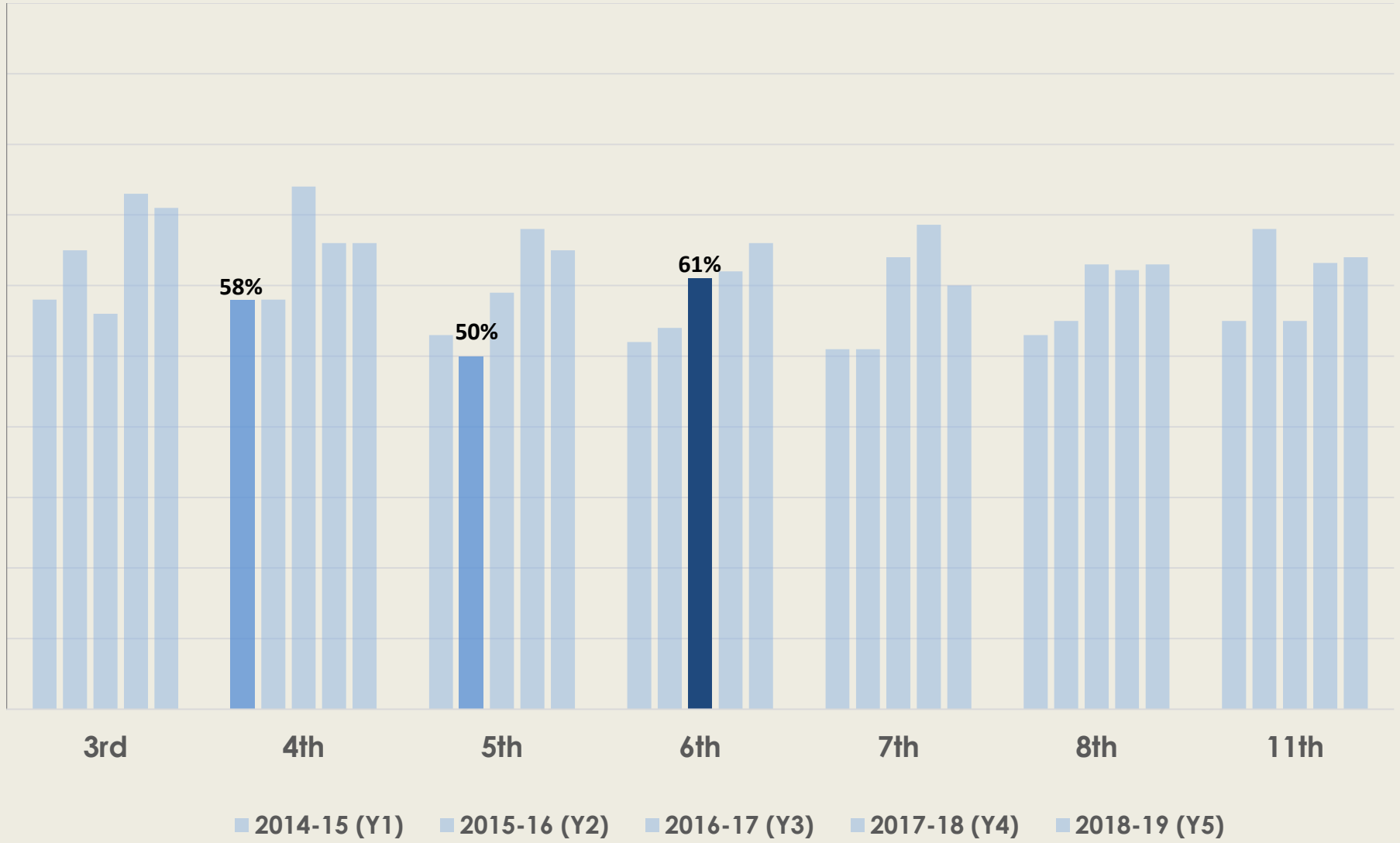


Math: Standard Met/Exceeded (Y1-Y4)

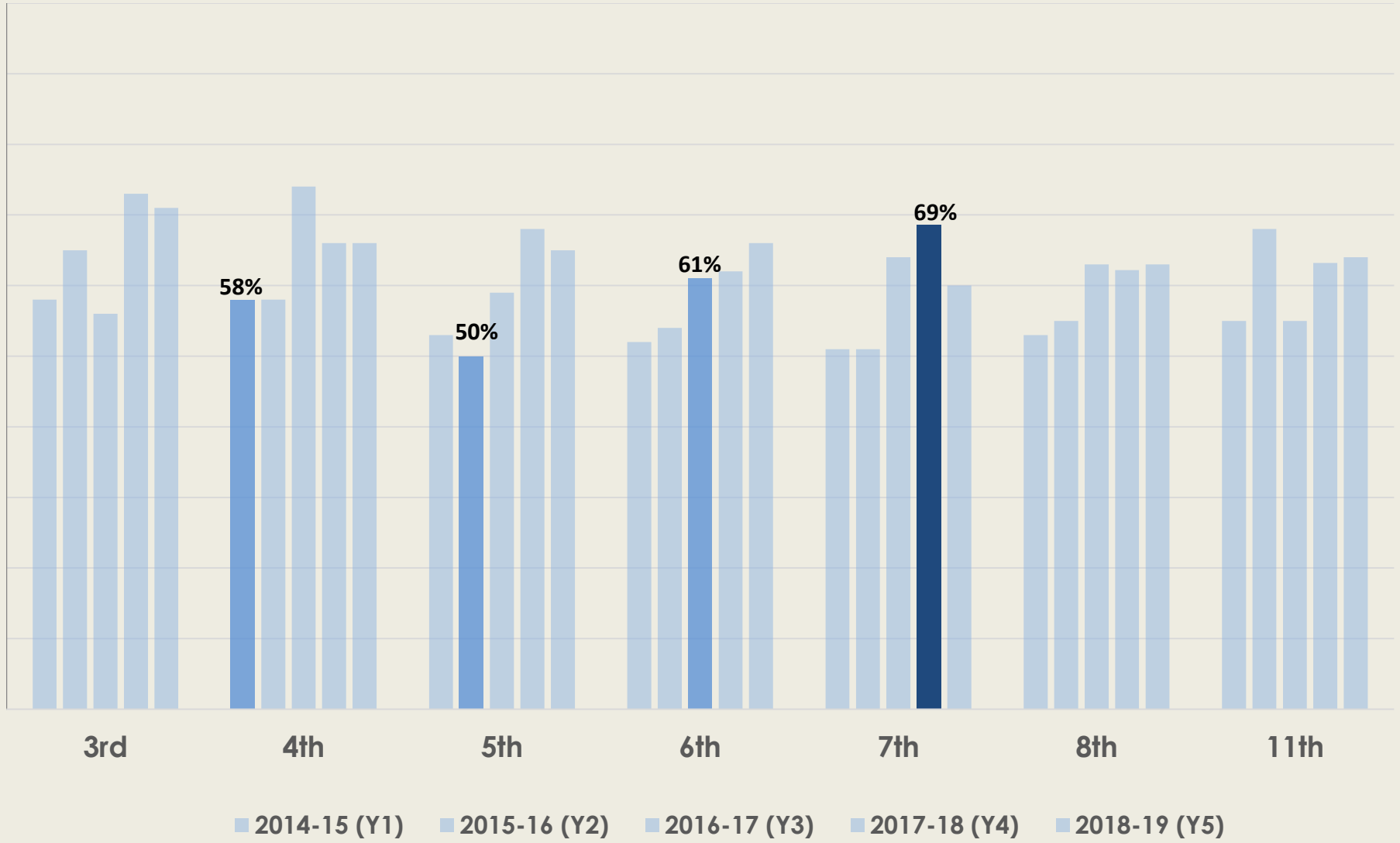
Information/Discussion Item A



Math: Standard Met/Exceeded (Y1-Y4)

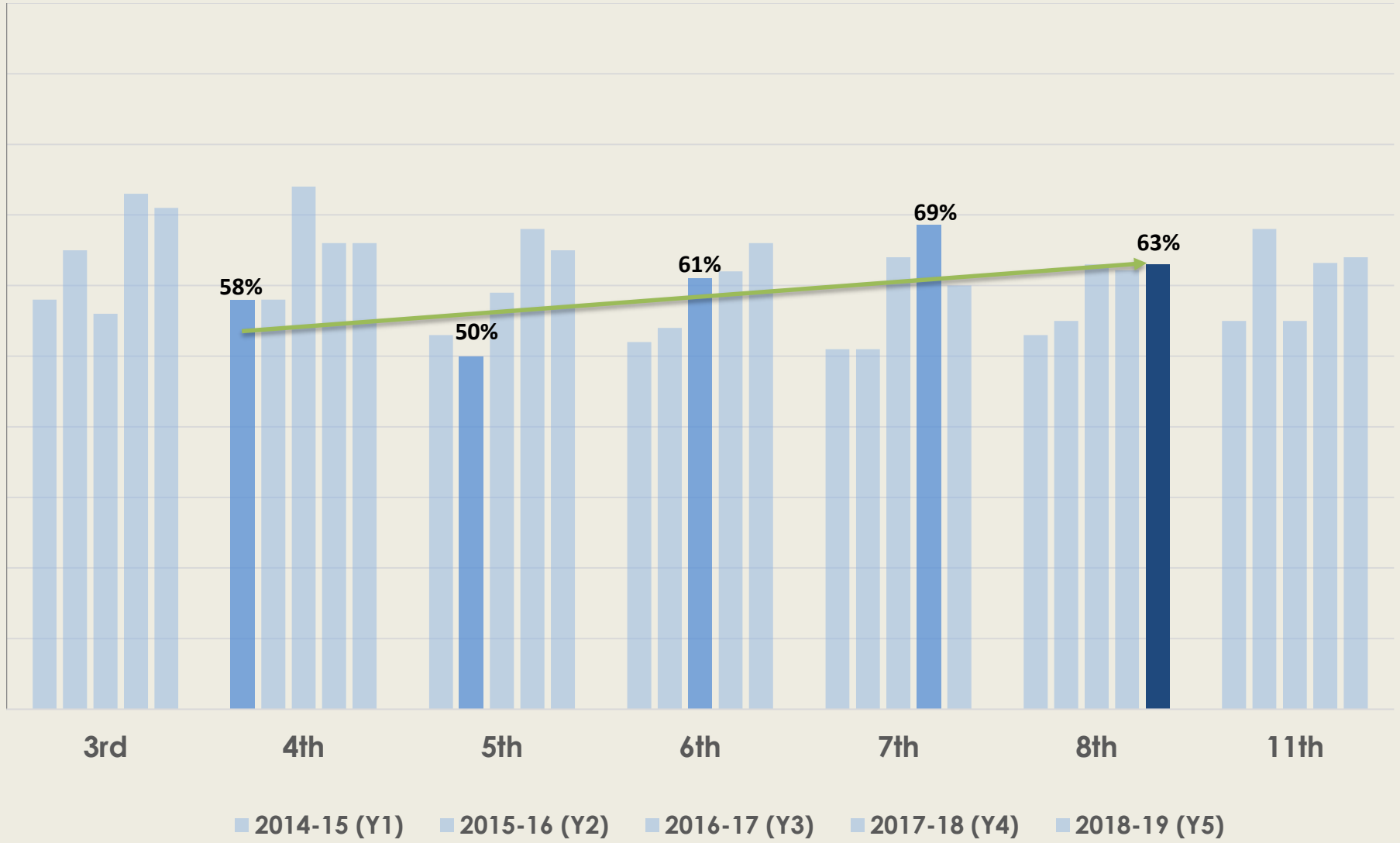


Math: Standard Met/Exceeded (Y1-Y4)



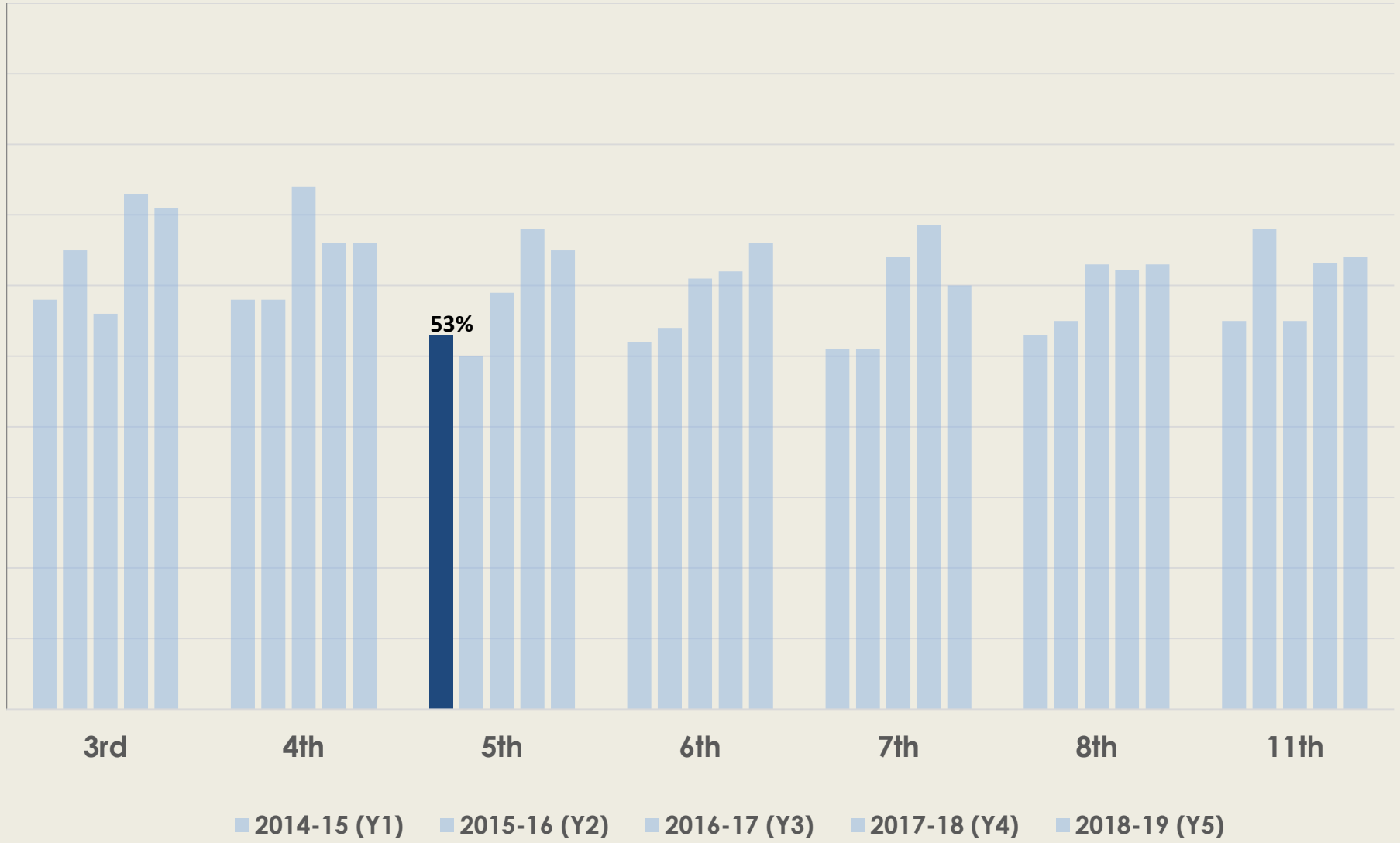
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A



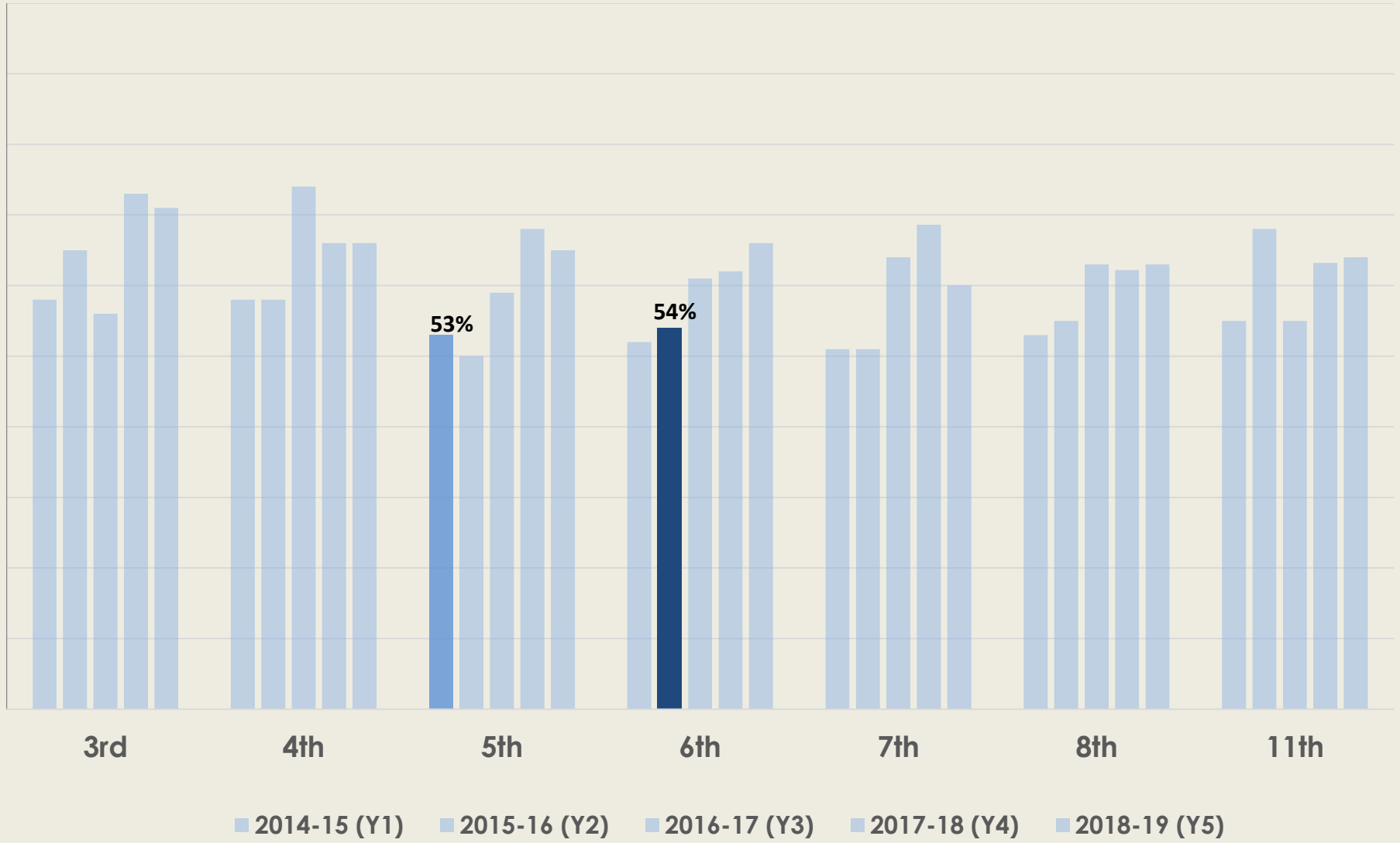
Y1: Grade 5 (Math)

Math: Standard Met/Exceeded (Y1-Y4)



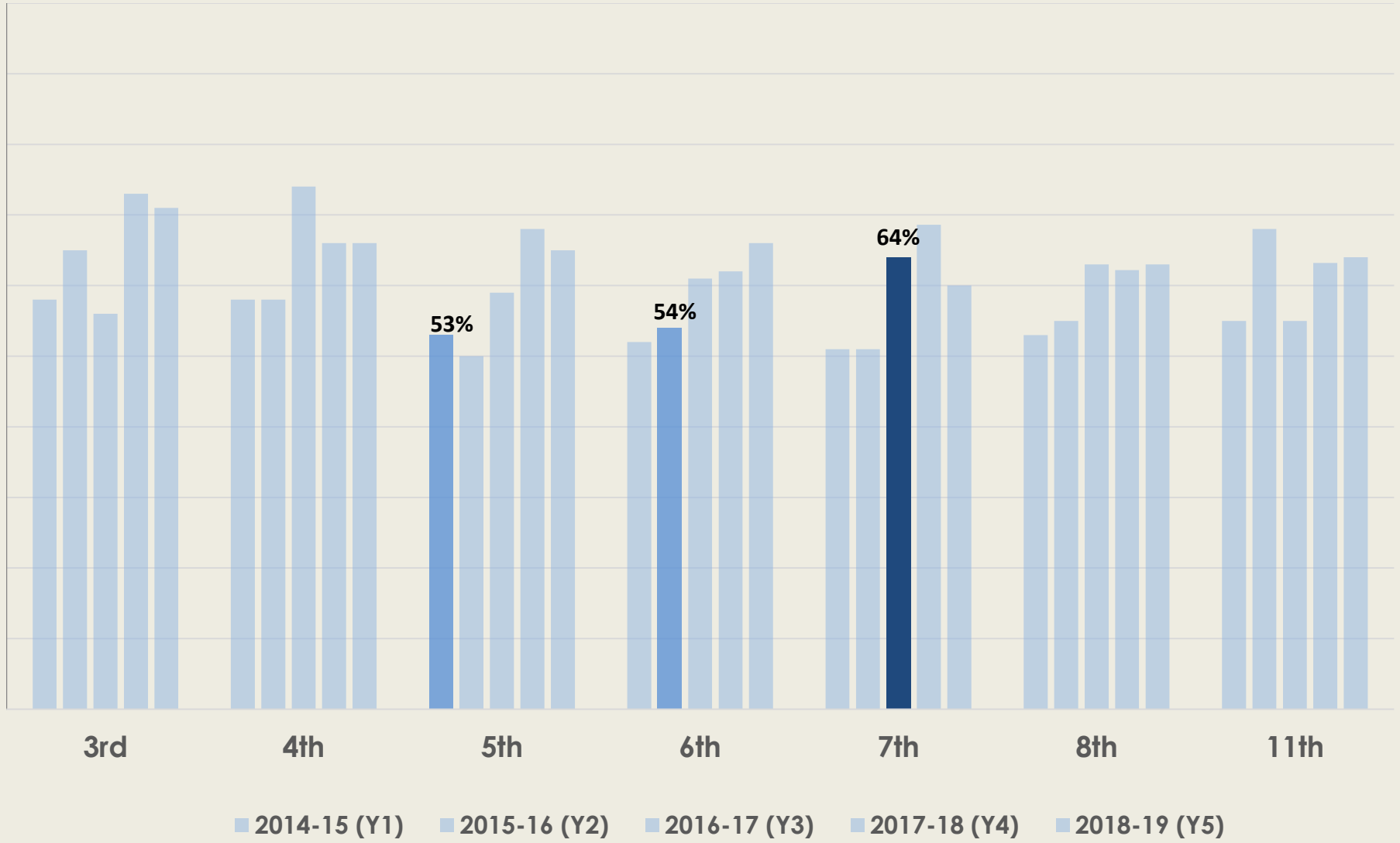
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A



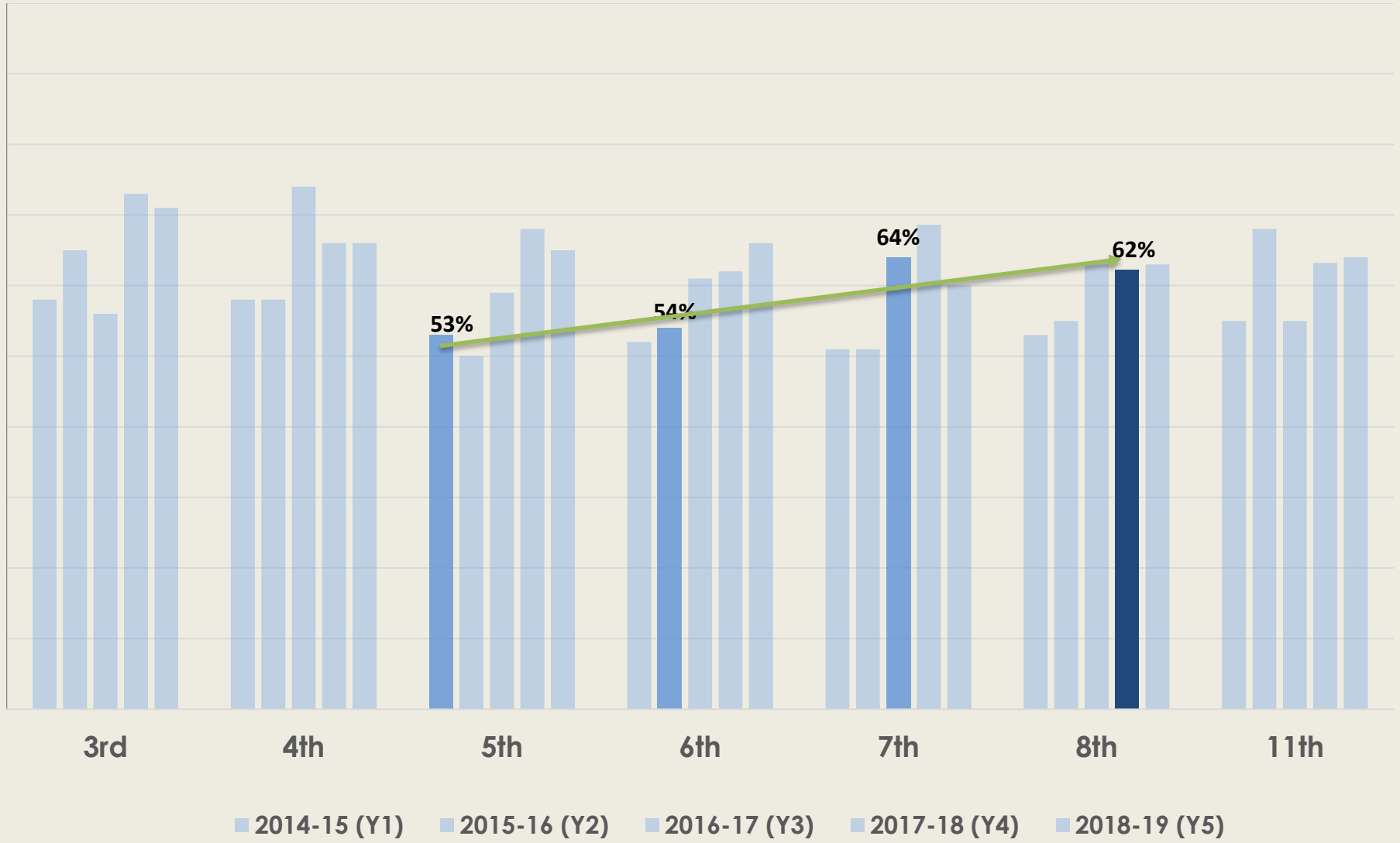
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A



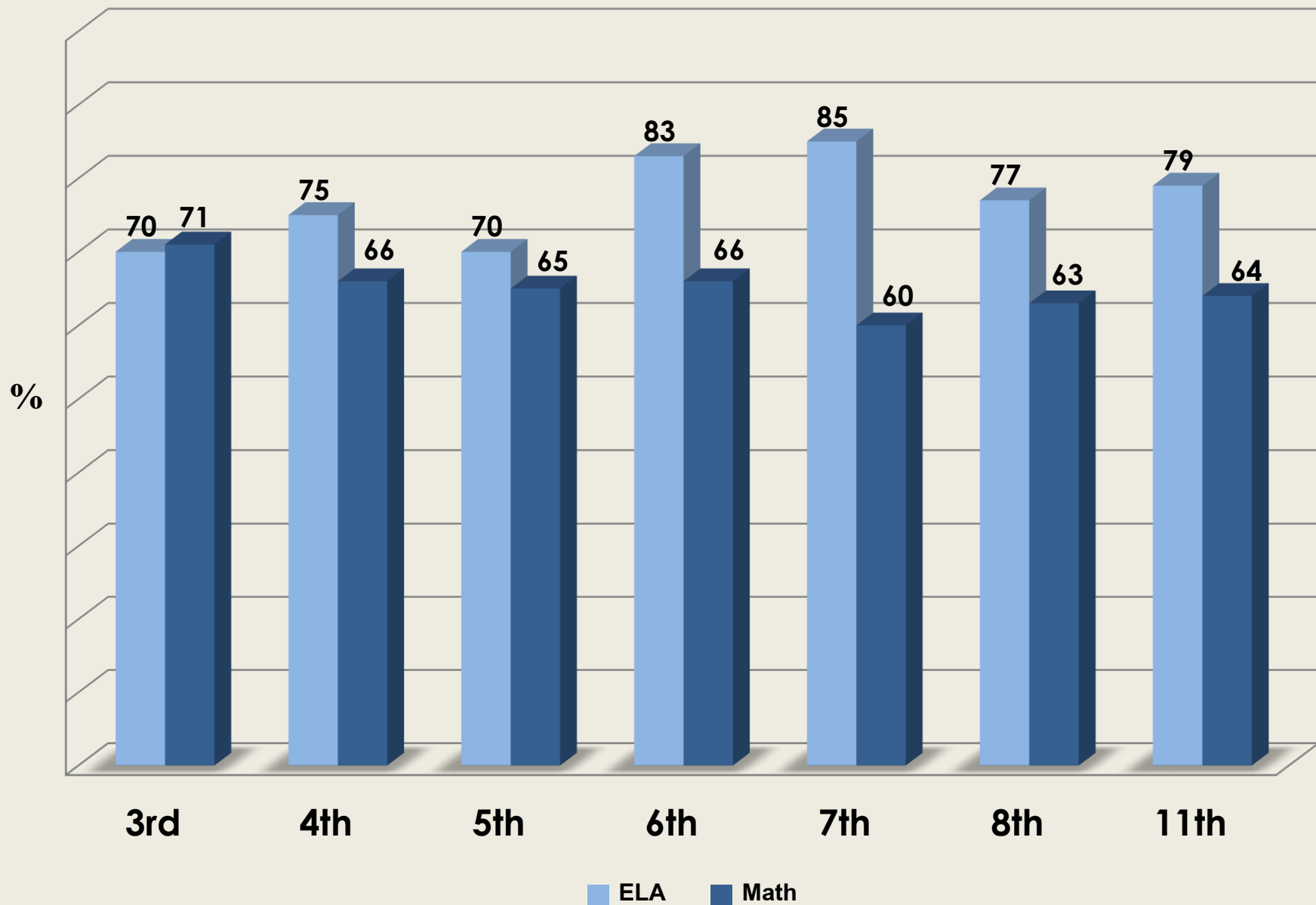
Math: Standard Met/Exceeded (Y1-Y4)

Information/Discussion Item A



2018-19 ELA & Math % Met or Exceeded

Information/Discussion Item A



Response and Support

Local Measures

- Diagnostics (DIBELS, SRI, SMI, MDTP, etc.)
- Interim Formative Assessments – IFA's
- Grade-level and department assessment data cycles
- OnTrack/Custom reporting

Instructional Support and Services

- New K5 Math Core Curriculum (Swun)
- Elementary Math Coach
- AVID (MS, HS)
- Afterschool Math Tutoring (HS)
- Academic Intervention Math Class (MS)

Thank You

- Consent
 Action/Discussion
 Information/Discussion
 Public Hearing

SUBJECT: Future Agenda Items

DATE: October 3, 2019

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the October 3, 2019 Regular Board Meeting:

- Affordable Housing Project Impacts to District- Property Tax (In progress)
- AP Results- The Board requested a presentation by Pacific Grove High School Administration on AP Results (Fall 2019)
- Dual Language Elementary Program