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

**SUBJECT: REVISED** Certificated Assignment Order #16

**DATE:** April 1, 2021

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

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**REVISED:** Page 1 of 3

**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #16.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 16  
April 1, 2021**

REVISED: Page 2 of 3

**TEMPORARY NEW HIRE:**

Kerrie McKim, PGAS, Community Education, Part time French Instructor, 1.5 hrs./day/1 day per week, Column A, Step 1, paid per time sheet and follows the PGAE 12 month work calendar, effective April 1, 2021 and based on sufficient enrollment

Mary Jo Howe, PGAS, Community Education, Part time Calligraphy Instructor, 1.5 hrs./day/1 day per week, Column A, Step 1, paid per time sheet and follows the PGAE 12 month work calendar, effective April 1, 2021 and based on sufficient enrollment

James Ehret, PGHS, Counselor, temporary assignment, full time, 1.0 FTE, Column IV, Step 1 + MA, effective March 29, 2021 through May 28, 2021 only and may include 5 days after the school year paid according to the PGTA Bargaining agreement and subject to need. (replaces Michelle Cadigan, during LOA for maternity/parenting leave)

**2020-21 COACHING ASSIGNMENTS**

<b>Employee</b>	<b>PGMS Coaching Assignment</b>	<b>% Stipend</b>	<b>Funding</b>	<b>Amount</b>
Renan Gonzalez	Soccer Coach	1.0	General Fund	\$1,156
	<b>PGHS Coaching Assignment</b>			
Amy Johnston	Track Coach	1.0	General Fund	\$2,684

**RETIREMENT:**

Lynn Prior Moore, FGE, Elementary Teacher, (1<sup>st</sup> Grade), 1.0 FTE, retires effective May 31 2021 after 25 successful years of employment with the Pacific Grove Unified School District

Mary Lee Newman, FGE, Elementary Teacher (3<sup>rd</sup> grade), 1.0 FTE, retires effective July 1, 2021 after 8 years full classroom teaching and overall, 15 years of successful employment with the Pacific Grove Unified School District

Janie Lawrence, PGMS Counselor, 1.0 FTE, retires effective December 31, 2021 after 21.5 years of successful employment with the Pacific Grove Unified School District

**STRS REDUCED WORKLOAD:**

Kelly Terry, PGMS Science Teacher, qualifies for and requests a STRS Reduced Workload at 50% FTE for the 2021-2022 school year.

**LEAVE OF ABSENCE:**

Alix Foster, PGMS Science Teacher, requests a personal long term, unpaid leave of absence for one year during the 2021-2022 school year.

**SUBSTITUTE:**

Theresa Piech, FGE, Roving Sub for teacher absences, In Person Daily Intervention Support for and on-site Small Group Cohort Students, the Student Learning Support Program and other duties as assigned paid per time sheet at the daily emergency sub permit rate (\$137/day), 4 days per week, effective March 29, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 16  
April 1, 2021**

REVISED: Page 3 of 3

**SUBSTITUTE continued:**

Kelly San Filippo, FGE, Roving Sub for teacher absences, In Person Daily Intervention Support and on-site Small Group Cohort Students, the Student Learning Support Program and other duties as assigned paid per time sheet at the Long Term Fully Credentialed Substitute Rate of \$150 per day, 4 days per week, effective March 29, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Jill Kleiss, RDE, Roving Sub for teacher absences, In Person Daily Intervention Support and on-site Small Group Cohort Students, the Student Learning Support Program and other duties as assigned paid per time sheet at the daily emergency sub permit rate (\$137/day), 4 days per week, effective March 29, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Sofia Snyder RDE, Roving Sub for teacher absences, In Person Daily Intervention Support and on-site Small Group Cohort Students, the Student Learning Support Program and other duties as assigned paid per time sheet at the daily emergency sub permit rate (\$137/day), 4 days per week, effective March 29, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

**Matt Bell, FGE, temporary, substitute Assistant Principal, variable days and times, not to exceed 8 hours per day, paid per time sheet, Management Salary Schedule, AP, Step 1, under the direction of the site principal, assisting with in person transition planning, onsite logistics, student management . . . effective April 2, 2021 through May 28, 2021 only**

**Lindsay Munoz, RDE, temporary, substitute Assistant Principal, variable days and times, not to exceed 8 hours per day, paid per time sheet, Management Salary Schedule, AP, Step 1, under the direction of the site principal, assisting with in person transition planning, onsite logistics, student management . . . effective April 2, 2021 through May 28, 2021 only**

Jeffrey Lehner  
Linda Williams  
Stephabnie Driscoll