

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING: THURSDAY, JANUARY 11, 2024**

Mission Statement

*Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.*

**DATE:** January 11, 2024

**TIME:** 4:00 p.m. Pacific Grove High School Measure D Site Visit  
5:30 p.m. Closed Session  
6:30 p.m. Open Session

Trustees  
*Brian Swanson, President  
Dr. Elliott Hazen, Clerk  
Carolyn Swanson  
Laura Ottmar  
Jennifer McNary  
Dayci Dishny/Dario Dimaggio, Student Representatives*

**LOCATION: IN PERSON**  
Pacific Grove High School  
615 Sunset Dr  
Pacific Grove, CA 93950

Pacific Grove Unified School District Office (6:00 p.m. – duration of meeting)  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**VIRTUAL ZOOM MEETING**

<https://pgusd.zoom.us/j/85459451585?pwd=V2RMUnBweVFLMWhpRnNpdmp3cFJEZz09>

Meeting ID: 854 5945 1585

Passcode: 067415

One tap mobile +13017158592,,87820869443#,,, \*585985# US (Washington DC)  
+13092053325,,87820869443#,,, \*585985# US

Find your local number: <https://pgusd.zoom.us/j/85459451585?pwd=V2RMUnBweVFLMWhpRnNpdmp3cFJEZz09>

**ADDITIONAL TELECONFERENCE LOCATION**

This meeting is also being conducted by teleconference at the following location: 65 W 54th St, New York, NY 10019

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. Land Acknowledgement

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Good evening. As we begin this meeting, it's important to pay respect to and acknowledge that we are on the traditional land of the **Ohlone, Costanoan & Esselen** people and additionally pay respect to elders both past and present.

C. Roll Call

D. Adoption of Agenda

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**II. CLOSED SESSION**

A. Identify Closed Session Topics

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

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman and Dr. Linda Adamson for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Claudia Arellano and Dr. Linda Adamson for the purpose of giving direction and updates.
3. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]
4. Superintendent Goals Review

B. Public comment on Closed Session Topics

C. Adjourn to Open Session

**III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman and Joshua Jorn for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Claudia Arellano and Joshua Jorn for the purpose of giving direction and updates.
3. Public Employee Discipline/Dismissal/Release/Complaint [Government Code § 54957]

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4. Superintendent Goals Review

B. Pledge of Allegiance

**IV. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. Safety Report

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

*Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board will also take public comment on each specific action item prior to Board action on each item. **Any individual wishing to comment on a specific item on the current agenda are kindly asked to wait till that item is being discussed.** The Board will allow a reasonable amount of time for public comment on each agenda item not to exceed 3 minutes per speaker and no more than 20 minutes per agenda item, pursuant to Board Policy 9323. Speakers will be called sequentially until there is no speaker coming forward on the agenda item or the amount of time allocated for the agenda item has elapsed, whichever comes first. 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.*

A. PGUSD Staff Comments (Non-Agenda Items)

B. Community Members (Non-Agenda Items)

**VI. CONSENT AGENDA**

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

- A. Minutes of December 7, 2023 Board Meeting 8  
Recommendation: (Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the minutes as presented.
- B. Minutes of December 12, 2023 Board Meeting 17  
Recommendation: (Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the minutes as presented.
- C. Minutes of December 14, 2023 Board Meeting 19  
Recommendation: (Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the minutes as presented.
- D. Cash Receipts #11 28  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Cash Receipts #11.
- E. Acceptance of Donations 30  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and accept the donations.

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- F. Revolving Cash #4 31  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Revolving Cash #4.
- G. Out of County or Overnight Activities 33  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Out of County or Overnight requests.
- H. Review of Legal Fees for July 2023-October 2023 39  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Legal Fee.
- I. Personnel Report 41  
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends that the Board review and approve the Personnel Report.
- J. Contract for Service with the California College Guidance Initiative 44  
Recommendation: (Larry Haggquist, Pacific Grove High School Assistant Principal) The District Administration recommends that the Board review and approve the Contract for service with the California College Guidance Initiative
- K. Contract for Services with EL Education 66  
Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract for services with EL Education to provide professional development to our English language arts elementary pilot team.

- Board Discussion:
- Public Comment:
- Board Discussion
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**VII PUBLIC HEARING**

Public Hearing: Pursuant to Government Code Section 4217.12 the District’s Governing Board Will Hold a Public Hearing on the Energy Savings and Cost Savings Associated with the Proposed Energy Services Agreement for HVAC, Lighting and Other Energy Conservation Measures to be installed at various District sites. 71

Open Public Hearing \_\_\_\_\_ Close Public Hearing \_\_\_\_\_

- A. Approval of Resolution No. 1118: Resolution Making Findings on Energy Savings; Authorizing and Approving Agreement for Energy Savings Project; Authorizing Execution and Delivery of Other Documents and Other Actions Required in Connection Therewith; Determination and Authorization to File a Notice of Exemption from California Environmental Quality Act (CEQA) Regarding the Construction and Installation of energy efficient capital improvement projects at various PGUSD sites.

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- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

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**VIII. ACTION/DISCUSSION**

- A. 2024-2025 State Preschool Contract and Board Resolution 78  
Recommendation: (Barbara Martinez, Principal of Pacific Grove Adult School) The District Administration recommends that the Board review and approve the 2024-2025 State Preschool Contract and Board Resolution.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- B. ABM Building Solution, LLC Construction Agreement 80  
Recommendation: (Josh Jorn, Assistant Superintendent) District Administration recommends the Board review and approve the ABM Building Solutions, LLC Construction Agreement as included in your packet.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- C. Calendars for 2024-2025 and 2025-2026 school years 160  
Recommendation: (Claudia Arellano, Director II of Human Resources) District Administration recommends the Board review and approve the Calendars for the 2024-2025 and 2025-2026 School Years.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- D. Renewal Contract for Financial Advisory Services with Dale Scott and Company (DS&C) for FY's 2023-24 through 2027-28 164  
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board approve the attached 5 year contract for Municipal Advisory Services with Dale Scott and Company (DS&C).

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

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E. Adoption of Resolution No. 1100 Proclaiming February 2024 as Black History Month 172  
Recommendation: (Dr. Linda Adamson, Superintendent) The Administration recommends that the Board of Education adopt Resolution No. 1100 Proclaiming February 2024 as Black History Month.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

F. Board Governance Followup and Discussion Regarding Future Topics 174  
Recommendation: (Linda Adamson, Superintendent) The Administration proposes the Board consider and adopt the Board of Trustees' Top 10 Norms (established 12/12/23 from the PGUSD Governance Handbook) and agree on topics and dates for future Governance sessions to include: (1) adoption of District goals and (2) a review of the Governance Handbook and Readoption.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

G. Board Calendar/Future Meetings 176  
Recommendation: (Linda Adamson, 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.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

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**IX. INFORMATION/DISCUSSION**

- A. Review of Fingerprinting Standards 181  
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends that the Board review and adopt the proposed protocols regarding the District's fingerprinting requirements.
- B. Property Tax Update FY 2023-24 Actuals 187  
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review the attached information related to District Property Tax receipts and projections.
- Public Comment:
  - Direction: \_\_\_\_\_
- C. Review of District Enrollment Projections for 2024-25 191  
Recommendation: (Josh Jorn, Assistant Superintendent) The Administration recommends that the Board review the attached Enrollment Projections for 2024-2025.
- Public Comment:
  - Direction: \_\_\_\_\_
- D. Future Agenda Items  
Recommendation: (Linda Adamson, 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.
- Added September 7, 2023: Board Cultural Proficiency Training
  - Added September 21, 2023: Gender Support Plan Policy Update (March 2024)
  - Added September 25, 2023: Cultural Proficiency 2023-2024 Implementation Plan (February 2024)
  - Public Comment:
  - Direction: \_\_\_\_\_

**X. ADJOURNMENT**

Next regular Board meeting will be held on Thursday, February 8, 2024