

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING: THURSDAY, SEPTEMBER 7, 2023**

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: September 7, 2023

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

LOCATION: **IN PERSON**

Pacific Grove Unified School District Office
435 Hillcrest Avenue
Pacific Grove, CA 93950

Trustees
Carolyn Swanson, President
Jennifer McNary, Clerk
Dr. Elliott Hazen
Laura Ottmar
Brian Swanson

Dayci Dishny/Dario Dimaggio, Student Representatives

VIRTUAL ZOOM MEETING

<https://pgusd.zoom.us/j/81553664102?pwd=cVdWLOI2RGINUEhIRVNVakh0d0NKZz09>

Meeting ID: 815 5366 4102

Passcode: 617350

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

+13092053325,,87820869443#,,,,*585985# US

Find your local number: <https://pgusd.zoom.us/j/81553664102?pwd=cVdWLOI2RGINUEhIRVNVakh0d0NKZz09>

Additional Teleconferencing Location

This meeting is also being conducted by teleconference at the following locations:
Sheraton Grand Seattle, 1400 6Th Ave, Seattle, WA

Each teleconference location is open to the public and any member of the public has an opportunity to address the School Board from a teleconference location in the same manner as if that person attended the regular meeting location. The School Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

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.

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AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Land Acknowledgement

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 Questions/Comments:
- Public Comment:
- 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. Conference With Labor Negotiators Regarding PGTA Negotiations for 2023-2024 for the purpose of giving direction and updates. [Government Code § 3549.1 (d)] District representatives: Buck Roggeman and Joshua Jorn
2. Conference With Labor Negotiators Regarding CSEA Negotiations for 2023-2024 for the purpose of giving direction and updates. [Government Code § 3549.1 (d)] District representatives: Claudia Arellano and Joshua Jorn
3. Conference With Legal Counsel – Anticipated Litigation (Government Code Section 54956.9, subd.(d)(4)) One Case – OAH Case No. 2023080556

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

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III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Conference With Labor Negotiators Regarding PGTA Negotiations for 2023-2024 for the purpose of giving direction and updates. [Government Code § 3549.1 (d)] District representatives: Buck Roggeman and Joshua Jorn
2. Conference With Labor Negotiators Regarding CSEA Negotiations for 2023-2024 for the purpose of giving direction and updates. [Government Code § 3549.1 (d)] District representatives: Claudia Arellano and Joshua Jorn
3. Conference With Legal Counsel – Anticipated Litigation (Government Code Section 54956.9, subd.(d)(4)) One Case – OAH Case No. 2023080556

B. Pledge of Allegiance

IV. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent 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. INFORMATION/DISCUSSION

A. Pacific Grove Unified School District Cultural Proficiency Update

Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board receive information about the district and school sites' cultural proficiency plans for 2023-2024.

- Board Comments/Questions:
- Public Comment:
- Board Direction: _____

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- B. Teacher on Special Assignment (TOSA) Update 24
Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board receive an update on the work of our teachers on special assignments.
- Board Comments/Questions:
 - Public Comment:
 - Board Direction: _____

VII. CONSENT AGENDA

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

- A. Minutes of August 17, 2023 Board Meeting 47
Recommendation: (Joshua Jorn, Interim Superintendent) Approval of minutes as presented.
- B. Assignment Order 54
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends the Board review and approve the Classified Assignment Order #2.
- C. Cash Receipts No. 3 57
Recommendation: (Joshua Jorn, Interim Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- D. Out of County or Overnight Activities 59
Recommendation: (Joshua Jorn, Interim Superintendent) The Administration recommends that the Board approve or receive the requests as presented.
- E. Acceptance of Donations 63
Recommendation: (Joshua Jorn, Interim Superintendent) The Administration recommends that the Board approve acceptance of donations referenced below.
- F. Warrant Schedule 658 65
Recommendation: (Joshua Jorn, Interim Superintendent) As Assistant Superintendent for Business Services, I certify that I have received the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- G. Electronic Equipment Surplus 67
Recommendation: (Louis Algaze, Director of Technology Systems) The District Administration recommends the Board review and approve the disposal of the obsolete electronic equipment listed in the following documentation.
- H. Music Lab Equipment Surplus at Pacific Grove High School 73
Recommendation: (Lito M. Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the surplus of woodshop equipment items at Pacific Grove High School.

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- I. Woodshop Equipment Surplus at Pacific Grove High School 75
Recommendation: (Lito M. Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the surplus of woodshop equipment items at Pacific Grove High School.
- J. Contract for Services with Tacos Don Beto 78
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the PTA’s food vendor contract for services with Tacos Don Beto.
- K. Contract for Services with Bratwurst USA 84
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the PTA food vendor contract for services with Bratwurst USA.
- L. Contract for Services with Play-Well TEKnologies for Elementary After School Enrichment (ASE) Program STEM LEGO class 90
Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract for services with Play-Well TEKnologies for 2023-2024 school year.
- M. Contract with Chartwell School, Non-Public School 97
Recommendation: (Yolanda Cork-Anthony, Director of Student Services) The District Administration recommends the Board approve the Individual Service Agreement (ISA) with Chartwell School, Non-Public School for tuition and services according to a settlement agreement.
- N. Contract for Services Between Robert H. Down Elementary (RHD) PTA and Kona Ice 101
Recommendation: (Sean Keller, Robert Down Elementary School Principal) The District Administration recommends the Board review and approve the Robert H. Down Elementary School PTA food vendor contract for services with Kona Ice.
- Board Comments/Questions:
 - Public Comment:
 - Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

VIII. PUBLIC HEARING I/ ACTION/DISCUSSION ITEM A

- I. Public Hearing on the Levy of Developer Fees Based on the Justification Study by SchoolWorks, Inc. 107
Recommendation: (Joshua Jorn, Interim Superintendent) The District Administration recommends that the Board hold a public hearing on the levy of developer fees based on the justification study by School Works, Inc.

Open Public Hearing _____ Close Public Hearing _____

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- A. Adoption of Resolution No. 1112 on the Levy of Developer Fees 112
Recommendation: (Joshua Jorn, Interim Superintendent) The District Administration recommends that the Board adopt Resolution No. 1112 to implement District levy of developer fees.

- Board Questions/Comments:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

IX. PUBLIC HEARING II/ ACTION/DISCUSSION ITEM B

- II. Public Hearing of Resolution #1113 Regarding Sufficiency of Instructional Materials for Fiscal Year 2023-24 117

The Governing Board shall hold a public hearing or hearings at which the Governing Board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board. [EC60119(a)(1)]

Open Public Hearing _____ Close Public Hearing _____

- B. Adoption of Resolution #1113 Regarding Sufficiency of Instructional Materials for Fiscal Year 2023-24 123

Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The Administration recommends that the Board adopt Resolution #1113 regarding Sufficiency of Instructional Materials for fiscal year 2023-24.

- Board Questions/Comments:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

X. ACTION/DISCUSSION continued

- C. Resolution No. 1111 Adoption of Supplemental Employee Retirement Program 129
Recommendation: (Joshua Jorn, Interim Superintendent) The District Administration recommends that the Board review and accept Supplemental Employee Retirement Plan for certain eligible employees as presented.

- Board Questions/Comments:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

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- D. Superintendent Salary Range 134
Recommendation: (Carolyn Swanson, Board President) The Administration recommends that the Board approve the Superintendent salary range.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

- E. Superintendent Draft Job Description 135
Recommendation: (Carolyn Swanson, Board President) The Administration recommends that the Board review and approve the Superintendent job description.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

- F. Declaration of Need for Qualified Educators 139
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends the Board of Trustees approve the Declaration of Need for Fully Qualified Educators as presented.

- Board Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

- G. Board Calendar/Future Meetings 144
Recommendation: (Joshua Jorn, Interim 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 Comments/Questions:
- Public Comment:
- Move: _____ Second: _____ Roll Call Vote: _____
President Swanson __ Clerk McNary __ Dr. Hazen __ Trustee Ottmar __ Trustee B. Swanson __

XI. INFORMATION/DISCUSSION continued

- C. Board Policy Updates 149
Recommendation: (Joshua Jorn, Interim Superintendent) The District Administration recommends the Board review the Board Policy, Administrative Regulation, and Board Bylaw updates recently reviewed by the Board Policy Committee on August 28, 2023.

- Board Comments/Questions:
- Public Comment:
- Board Direction: _____

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- D. Personnel Report Replacing Assignment Order List 419
Recommendation: (Claudia Arellano, Director II Human Resources) The District Administration recommends the Board review the attached information related to the implementation of the proposed Personnel Report template.

- Board Comments/Questions:
- Public Comment:
- Board Direction: _____

- E. Future Agenda Items 422
Recommendation: (Joshua Jorn, Interim 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 April 26, 2023: Sub Committee with the City of Pacific Grove (September 21, 2023)
 - Added April 26, 2023: Board Site Visits/Measure D Walk Abouts (Fall 2023)
 - Added April 26, 2023: The WAVE Program/Fee Schedule (September 2023)
 - Added May 4, 2023: Equine Healing Collaborative
 - Added June 1, 2023: Review of the business contracts fingerprinting section (January 2024)
 - Added August 3, 2023: Human Resources Organizational Review Plan (December 2023)
-
- Board Questions/Comments:
 - Public Comment:
 - Direction: _____

XII. ADJOURNMENT

The Board will hold a Special Board meeting on Thursday, September 14, 2023.
Next regular Board meeting: September 21, 2023