

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
SPECIAL MEETING: JULY 23, 2024**

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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:** July 23, 2024  
**TIME:** 5:30 PM Closed Session  
5:45 PM Open Session

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

**LOCATION: IN PERSON**  
Pacific Grove Unified School District Office  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**Administration:**  
Superintendent Dr. Linda Adamson  
Assistant Superintendent Joshua Jorrn

**Student Representative(s):**  
William Powley

**VIRTUAL ZOOM MEETING**

<https://pgusd.zoom.us/j/89481211131?pwd=7IAZOmGFrsUG4BV2g8zFs2fZEphD2a.1>

Meeting ID: 894 8121 1131

Passcode: 446161

One tap mobile +16699006833,,81793111121#,,,,\*717431# US (San Jose)

+16694449171,,81793111121#,,,,\*717431# US

Find your local number: <https://pgusd.zoom.us/j/89481211131?pwd=7IAZOmGFrsUG4BV2g8zFs2fZEphD2a.1>

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 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

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

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

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**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 2024-2025 [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 2024-2025 [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/Leave/Complaint [Government Code § 54957]
4. Introduction to Principal Emily Tsai-Brownfield

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. Negotiations – Collective Bargaining Session planning and preparation with the PGTA for 2024-2025 [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 2024-2025 [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/Leave/Complaint [Government Code § 54957 subdivision(b)]
4. Meet Principal Emily Tsai-Brownfield

B. Pledge of Allegiance

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**IV. CONSENT AGENDA**

**A. Approval of Principal Contract – RHD**

Recommendation: (Dr. Linda Adamson, Superintendent) The Administration recommends that the Board review and approve the contract announcing Emily Tsai-Brownfield as the new principal for Robert H. Down Elementary School.

**V. ADJOURNMENT**

Next regular Board Meeting: August 8, 2024

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

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**SUBJECT:** Robert Down Principal Offer of Employment

**DATE:** July 23, 2024

**PERSON(S) RESPONSIBLE:** Buck Roggeman, Chief Human Resources Officer

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve proposed employment contract for the principal of Robert Down Elementary School.

**BACKGROUND:**

Board approval is required when District administration extends an offer of employment for management positions. This employment contract is for the position of Principal of Robert Down Elementary School.

**INFORMATION:**

District administration recommends that the board approve this contract for Emily Tsai Brownfield to become the Principal of Robert Down Elementary. Ms. Brownfield will commence her assignment as soon as she is released from her current employment. The contract places her on the Elementary Principal Salary Schedule step 5 in recognition of her extensive administrative experience.

**FISCAL IMPACT:**

**Salary:** Step 5, Elementary Principal \$181,318, total including statutory benefits \$221,881

**2024-25 Budget Impact:** Reduction to 2024-25 budget of (\$17,955)

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE CONTRACT

**Employee: Emily Tsai Brownfield**

**Position: Elementary Principal**

You are hereby notified that your name is being forwarded to the Governing Board to serve as an administrative employee in the Pacific Grove Unified School District, effective **August 2, 2024**, for the school year **2024-2025**.

The following conditions of employment have been stipulated by the Governing Board and are hereby expressly made a part of this contract:

Your annual salary in the above position will be in accordance with the adopted Management Salary Schedule. Your placement is for the following position:

**Elementary School Principal, Step 5, (\$181,318)**

You shall perform the duties of the **Elementary Principal** as prescribed by the Governing Board.

1) You shall work 215 days per fiscal year commencing on your hire date.  
**A fiscal year is July 1st through June 30th** and prorated thereof based on date of hire.

2) Absences will be recorded as prescribed by the Governing Board.

3) You shall receive the following fringe benefits:

Paid ACSA dues

Optional partially paid health, dental and vision insurance

A \$100,000 level term life insurance policy is included with MCSIG health insurance coverage

4) Transportation allowance:

The Governing Board shall pay you \$40.00 per month for the use of your automobile while on the job.

5) Telephone allowance:

The Governing Board shall pay \$65.00 per month for the use of your cell phone while on the job.

6) Evaluation:

You shall be evaluated in accordance with procedures adopted by the Governing Board.

\_\_\_\_\_  
Dr. Linda Adamson, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Tsai Brownfield

\_\_\_\_\_  
Date

Contract is pending date of Governing Board Approval: **July 23, 2024**