

# SCHOOL ACCOUNTABILITY REPORT CARD

PACIFIC GROVE MIDDLE SCHOOL \*\* PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
835 Forest Avenue \*\* Pacific Grove, California 93950 \*\* (831) 646-6568  
<http://schools.monterey.k12.ca.us/~pgmiddle/>

An Annual Report to the Community

2002-2003 School Year

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## A Message from the Principal

Pacific Grove Middle School is a "California Distinguished School". Our parents, instructional staff, and support staff create a quality educational experience through a partnership that is "dedicated to the success of all students". Through this dynamic partnership and with deliberate, thoughtful, and continuous improvement, which is accomplished through a shared vision, shared decision-making and on-going assessment we create the "student centered" culture of Pacific Grove Middle School.

Under provisions of Proposition 98 (1988), schools in California are required to prepare an annual school accountability report card assessing the current state of performance areas. What follows is the report for the 2002- 2003 school year.

Jackie Tafoya, Principal  
Pacific Grove Middle School

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## School Description

Pacific Grove Middle School, a California Distinguished School, has an enrollment of 477 students and a staff of 31 certificated and 17 classified individuals. Ethnic distribution of students is 6% Asian, 1% Filipino, 9% Hispanic, 2% African American, and 83% Caucasian.

## Mission Statement

The mission of Pacific Grove Middle School is to provide students with a quality educational experience that teaches skills and abilities to transition into high school through a partnership with home and community. The staff is committed to setting high standards of academics and behavior, while recognizing the individual learning styles of its students.

The guiding principles of our school are:

- Every student must be given equal access to a rigorous academic program.
- Every student has the right to learn; every teacher has the right to teach.
- A balance between high academic expectations and a caring, nurturing spirit must be maintained.
- Time and assistance must be extended to any youngster who needs academic or personal help.
- The school's environment must be orderly, focused, and positive in nature.

- Students must be taken beyond rote learning through an instructional approach that promotes higher level thinking skills and analytic reasoning.
- Collaboration between teacher, student, and parent must be a vital component of the entire school program.
- Student and adult relationships must be based on mutual respect.

## Assessment Areas

The following thirteen areas, required by Proposition 98 and related to the quality of the school's instructional program, are assessed in this Report Card.

1. **Student Achievement**
2. **Student Attendance**
3. **Expenditures And Services**
4. **Class Size**
5. **Teacher Assignments**
6. **Textbooks And Instructional Materials**
7. **Counseling & Student Support Services**
8. **Substitute Teachers**
9. **School Facilities And Safety**
10. **Teacher Evaluation**
11. **Discipline & Climate For Learning**

## 12. Training & Curriculum Improvement

## 13. Quality Of Instruction & Leadership

### Community Involvement:

Pacific Grove Middle School encourages and welcomes the involvement of parents and community members. Organized opportunities for involvement include the following:

- School Site Council: This group of staff, parents and students oversees all of the school's programs and manages our annual budget of approximately \$30,000. Contact person: Principal (646-6568 x 309)
- PTA : The PTA assists with school activities throughout the year. It also conducts one major fundraiser each fall and each spring. Contact person: PTA President (646-6568 for name and number).
- Safety Committee: This committee meets monthly to review safety concerns on campus. Contact person: Assistant Principal (646-6568 x 308).
- Student-Parent Handbook Committee: This committee meets several times each spring to review and revise the Student-Parent Handbook. Contact person: Assistant Principal (646-6568 x 308).
- Community of Caring: This committee composed of the assistant principal, staff members, parents and students is the umbrella group for all affective programs as well as the body that promotes the tenets of the Community of Caring movement on campus. Contact person: Assistant Principal (646-6568 x308).
- Career Day: Parents and community members are invited to participate in the School's annual Career Day, held each May. A wide variety of professions is shared with students. Contact person: Principal (646-6568 x309).

### 1. Student Achievement

In April of each year, our students are assessed to determine their achievement in Reading, Language and Math. During the 2002-2003 school year, our students took the California Assessment Test (CAT6) and the STAR Content Standards Tests.

### CAT6 National Percentile Rank

	6th	7th	8th
<b>Reading</b>	69%	63%	60%
<b>Language</b>	75%	61%	59%
<b>Mathematics</b>	80%	54%	73%

### Academic Performance Index (API) Growth Report

2003 (Growth)	2002 (Base)	Growth Target
801	772	1

**Pacific Grove Middle School demonstrated growth of over 5 points school wide which designated PGMS as "Awards Eligible".**

### STAR CONTENT STANDARDS

#### Percentage of student who scored at proficient level or higher

	6th	7th	8th
English/Lang Arts	60%	58%	51%
<b>Mathematics</b>	<b>52%</b>	<b>49%</b>	<b>76% (Algebra 1)</b> <b>100% (Geometry)</b> <b>52% (Basic Math)</b>

### 2. Student Attendance

Pacific Grove Middle School constantly seeks to promote the importance of students attending school. The best means of achieving this goal is by presenting a positive, stimulating, and friendly school environment. The actual attendance percent is determined by dividing the number of students in attendance by the number of students enrolled. The Overall Attendance Percent is the number of students in attendance plus the number of excused absences divided by the number of students enrolled.

For the 2002-03 school year, the attendance rate of Pacific Grove Middle School was 89%.

### 3. Expenditures and Services

Total General Fund operating cost for the Pacific Grove Unified School District for the 2002-03 school year was approximately \$15,162,839 or about \$6,824 per student.

Instructional program expenditures included teachers, aides, textbooks and other instructional material. School support services are made up of administration, counseling and library services, as well as custodial, maintenance, and transportation support.

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## 2002-03 District Budget Expenditures

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### Annual Salary Paid to Teachers, 2002-03

Pacific Grove Unified	California State Average
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**Beginning**

\$38,106*	\$32,981
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**Mid-Range**

\$63,392*	\$50,401
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**Highest**

\$76,842*	\$63,262
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**Budget percentage allocated to Teachers' salaries**

PGUSD: 48.3%	State Average: 41.58%
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**Annual Salary Paid to Administrators, 2002-03****Average school-site principal salary**

\$92,419*	\$79,463
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**Superintendent's salary**

\$139,507*	\$105,087
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**Budget percentage allocated to Administrative salaries**

PGUSD: 5.0%	State Average: 5.84%
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\*includes District contribution for Medical benefits

As an individual school site, Forest Grove received special categorical funds in the amount of \$595,764. This revenue represents income from several different special state or federal projects such as School Improvement or Educationally Disadvantaged Students.

#### 4. Class Size

Class sizes at Pacific Grove Middle School are within the negotiated limits established by agreement between the district and teachers' association. The Middle School provides a school ratio of one teacher per 26 students.

#### 5. Teacher Assignments

All classroom teachers at Pacific Grove Middle School hold appropriate California teaching credentials or legal authorization for the subject(s) assigned. Prior to the establishing a teaching assignment, the principal and Personnel Office review credentials to insure authorization for a teacher to teach a subject.

#### 6. Textbooks And Instructional Materials

District Curriculum Committees, with input from teachers, select instructional materials from a state-approved list and make recommendations to our Board of Education. In

response to the new State standards, we have selected standards based instructional materials in all core curriculum areas.

Instructional materials in all areas are reviewed regularly. The library and computer center provide extensive additional instructional material support.

#### 7. Counseling and Student Support Services

Pacific Grove Middle School provides many services to support students with academic, behavioral and emotional development. These services include:

- Part-time school counselor
- Family Services Agency counselor
- County mental health services
- Student Study Team meetings
- Resource Specialist Program
- Special Day class
- Psychologist
- Speech Therapist
- English as a Second Language Program
- Librarian and Library Clerk
- Computer Lab Assistant
- Math Support Class – 7/8
- Reading Support Class – 7/8
- Math Explorative Class – 6<sup>th</sup>
- English Explorative Class – 6<sup>th</sup>
- Before/after school Math Lab
- After-school Reading & Math Intervention Lab
- Study Skills Classes
- After-school Study Hall
- Child Abuse Training
- Sexual Harassment Training

#### 8. Substitute Teachers

All substitute teachers at Pacific Grove Middle School have credentials or permits issued by the State of California and, at a minimum have college degrees and have passed the qualifying examination administered by the State of California. If no substitute is available, another teacher or an administrator will cover the class. When a substitute teacher is not trained in the specific subject matter of the assignment, the regular teacher's lesson plan provides the substitute with the necessary support to teach an appropriate lesson. Administrators and/or other teachers are also available for advice or help.

#### 9. School Facilities and Safety

During the 2002-03 school year, the Measure A renovation project began. It will continue through November 2003. The extensive upgrading of the middle school facilities includes roofing, replacement of the heating system, some electrical work, a new elevator lift, as well as new low-voltage wiring for improvement of communication, and wheel chair accessibility needs will be brought up to code. Pacific Grove Middle School has an active Safety Committee composed of staff, students and parents. The Committee meets monthly under the direction of the

assistant principal. The School Safety Plan was reviewed and updated in 2003. Key components include: (1) regular drills for fire, earthquake and hostile intruder, (2) evacuation plan in place, (3) crisis response and management plans in place. Plans for the 2003-04 school year include a staff school-wide crisis response drill in collaboration with the Pacific Grove Police Department

The school has adequate classroom space to house its student population. It is clean and meets all safety and health standards. Emergency exit procedures and first aid kits are displayed prominently in each classroom.

## **10. Teacher Evaluation**

The Pacific Grove Unified School District maintains a system of evaluation of certificated employees with the intent to continually improve instruction for its pupils and reinforce the outstanding professional competency of certificated employees.

This system includes yearly performance objectives, based on State mandated criteria, formal and informal performance observations with follow-up conferences, and a written evaluation report at least once every two years for tenured teachers and every year for probationary and temporary teachers.

In support of the District's evaluation process, our teachers have numerous opportunities for input and professional improvement. In addition to site level sessions, the district provides ongoing training in areas of interest and need.

## **11. Discipline and Climate for Learning**

Pacific Grove Middle School subscribes to the Assertive Discipline model for classroom management. School expectations regarding student behavior are clearly communicated through the school's Code of Conduct. To encourage positive student behavior, Pacific Grove Middle School has several recognition programs, including Conduct Club, Courtesy Card rewards, Honor Society, Students of the Month, Recognition Stickers, and the annual Honors Night and awards assembly.

## **12. Training and Curriculum Improvement**

Formal staff development training occurs every Thursday for middle school staff. PGUSD offers extensive options of courses for teachers to enhance their professional development. Most staff development occurs after school or on Saturdays. Teachers are also encouraged to attend conferences.

Staff development activities, essential for maintaining and improving quality education experiences for our students, emphasize the following areas:

- Differentiated Instruction
- CLAD training
- An integrated, literature-based language arts program which includes reading, writing, listening and speaking

- A problem solving, manipulative-based mathematics and science program
- Integration of all subject areas
- Higher-level thinking skills
- Cooperative learning and peer coaching
- Addressing the needs of students with special needs
- Technology courses

The District Curriculum Committee determine standards for each subject area and grade level. Curriculum assessments have been designed to evaluate the achievement of these standards. Curriculum committees meet to revise standards and assess student progress toward standards.

## **13. Quality of Instruction and Leadership**

Instructional and curricular quality are the primary emphases of our school. Pacific Grove Middle School maintains a strong academic focus and instruction is designed around the State Standards. Ongoing professional development of the faculty is a high priority and is supported by the administration and School Site Council. Interpretation of standardized test scores (CAT6 – STAR) occurs regularly to improve the academic program. Each department works closely with the principal to ensure the best possible program for each student. In the spring of 2001, Pacific Grove Middle School was honored by being named a California Distinguished School.

Pacific Grove Middle School uses a collaborative decision making model. School committees actively involved in decision making include the School Site Council, PTA, subject area departments, curriculum coordinators, technology committee, safety and handbook committees, ASB student leadership, and the Community of Caring Committees.

The principal models school-wide leadership by active involvement in all components of the school and through regular communication with teachers, School Site Council, PTA, Newsletter, public meetings personal contacts, and professional growth activities.

The teachers and administrators are engaged in an ongoing process of reviewing academic curricula and aligning it with State frameworks and content standards. New textbooks are adopted in each academic area frequently.

The school counselor monitors the progress of under-performing students every five weeks. Student Study Team meetings are held twice weekly to plan interventions to support struggling learners. Special needs students receive support through one or more of the following: Resource and Special Day classes, 504 plans, before and after school math lab, after school study hall, math tutorial elective, and Tuesday Reports. English Learners are assessed annually and are given daily instruction and curricular support in an English Development Class (ELD).