

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING: Oct 8, 2026**



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: October 8, 2026
TIME: 5:00 PM Closed Session
6:30 PM Open Session

Trustees:
Jennifer McNary, President
Beth Shammass, Clerk
Laura Ottmar
Mike Wachs

LOCATION: IN PERSON
Pacific Grove Unified School District Office
435 Hillcrest Ave.
Pacific Grove, CA 93950

Administration:
Superintendent Dr. Linda Adamson
Assistant Superintendent Joshua Jorn

Student Representative(s):
Grace Bishop
Dylan Llantero

VIRTUAL ZOOM LINK

<https://pgusd.zoom.us/j/81430530711?pwd=k4rUT8wPy0ft0Z81UfbOxpWvUfiPBb.1>

Meeting ID: 814 3053 0711
Passcode: 865612

One tap mobile +16699006833,,81793111121#,,,,*717431# US (San Jose)
+16694449171,,81793111121#,,,,*717431# US
Find your local number: <https://pgusd.zoom.us/j/81430530711?pwd=k4rUT8wPy0ft0Z81UfbOxpWvUfiPBb.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.

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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

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.

- a. Appeal of Investigator's Findings in Complaint Concerning District Employees
- b. Negotiations – Collective Bargaining Session planning and preparation with the PGTA for 2026-27 [Government Code § 3549.1, subdivision (d)]
Executive session between the public school employer and its designated representatives Superintendent, Dr. Linda Adamson, Assistant Superintendent Josh Jorn, and Chief Human Resources Officer, Buck Roggeman for the purpose of giving direction and updates.
- c. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2026-27 [Government Code § 3549.1, subdivision (d)]
Executive session between the public school employer and its designated representatives Superintendent, Dr. Linda Adamson, Assistant Superintendent Josh Jorn, and Chief Human Resources Officer, Buck Roggeman for the purpose of giving direction and updates.
- d. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]

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- e. Introduction of PGMS Assistant Principal Jen Stallings
- B. Public Comment on Closed Session Topics
- C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

- A. Report Action Taken in Closed Session:
 - a. Appeal of Investigator's Findings in Complaint Concerning District Employees.
 - b. Negotiations – Collective Bargaining Session planning and preparation with the PGTA for 2026-27 [Government Code § 3549.1, subdivision (d)]
 - c. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2026-27 [Government Code § 3549.1, subdivision (d)]
 - d. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]
 - e. Introduction of PGMS Assistant Principal Jen Stallings
- B. Pledge of Allegiance
- C. Presentation - PGHS Varsity Football Team
- D. Presentation - PGMS Assistant Principal Jen Stallings

IV. COMMUNICATIONS

- A. Student Representative Comments
- B. Board Member Comments/Written Communications
- C. Superintendent Report
- D. Safety Report

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

<i>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 until 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</i>
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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 reminder of our shared commitment to fostering a safe, respectful, and inclusive space – both here in the boardroom and beyond. To support this environment, we ask that attendees refrain from applause, finger clicking, or any form of acknowledgment in response to a speaker's viewpoint. This ensures all individuals feel comfortable sharing their perspectives without fear of judgment or retaliation – during the meeting and in online spaces. Our core values – Safety, Belonging, and Prosperity – guide all that we do, including how we engage as a community. Thank you for helping us create a space where all voices are respected.

A. Community Members (Non-Agenda Items)

B. PGUSD Staff Comments (Non-Agenda Items)

VI. CONSENT

*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. <u>Minutes of September 10, 2026 Regular Board Meeting</u> | 11 |
| Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the minutes. | |
| B. <u>Cash Receipts Report #3</u> | 16 |
| Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Cash Receipts Report. | |
| C. <u>Revolving Cash Report #2</u> | 18 |
| Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Revolving Cash Report. | |
| D. <u>Warrant Schedule #696</u> | 20 |
| Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Warrant Schedule. | |
| E. <u>Personnel Report</u> | 22 |
| Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the Personnel Report. | |
| F. <u>School Facility Consultants Amendment</u> | 25 |
| Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the attached amendment to the School Facility Consultants Agreement from 2025-26 for added services tied to Prop 2 State Funding. | |

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- G. MOU - Communities for Sustainable Monterey County (CSMC) 35
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board approve the Memorandum of Understanding between PGUSD and the Communities for Sustainable Monterey County (CSMC).
- H. MOU - Early Retirement Notification Incentive (2026-27) 41
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the Memorandum of Understanding (MOU) between the Pacific Grove Teachers Association (PGTA) and the Pacific Grove Unified School District (PGUSD) establishing an Early Retirement Notification Incentive for 2026-27.
- I. MOU - Schedule Change for Health Assistant at RHD 43
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) regarding a permanent schedule change for the Health Assistant at Robert Down Elementary School to meet operational needs.
- J. Contract for Services with Hobart Sales and Service 45
Recommendation: (Greg O'Meara, PGHS Principal) The District Administration recommends that the Board review and approve the Pacific Grove High School contract for services with Hobart Sales and Service.
- K. Contract for Services with Dustin Parvin, Strength and Conditioning Coach 52
Recommendation: (Greg O'Meara, PGHS Principal) The District Administration recommends that the Board review and approve the Contract for Services with Dustin Parvin, Strength and Conditioning Coach for the 2026-27 school year.
- L. Contract for Services with Entravision 60
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends the Board review and approve the contract for services with Entravision Communications for marketing services for Pacific Grove Adult School.
- M. Contract for Services with Sharon Neumann Solow - ASL Interpreter 69
Recommendation: (Yolanda Cork-Anthony, Director of Student Services) The District Administration recommends that the Board review and approve the contract for services with Sharon Neumann Solow MA, CSC, SCL, for American Sign Language interpretation for students and families as needed.
- N. Approval - CSBA Policy Updates - May 2026 77
Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the Policy Updates discussed at the

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August 2026 Policy Committee Meeting, and presented for First Read at the September 10, 2026 Board Meeting.

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

VII. PUBLIC HEARING

A. PGTA Initial Proposal (Sunshine List) 2026-27 86

Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board hold a public hearing regarding the initial proposal (sunshine list) for the 2026-2027 Pacific Grove Teachers Association negotiations.

Open Public Hearing: _____ Close Public Hearing: _____

- Public Comment:
- Board Discussion:

B. PGUSD/PGTA Negotiations Initial Proposals - 2026-2027 88

Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District recommends that the Board hold a public hearing for the initial proposals for 2026-2027 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

Open Public Hearing: _____ Close Public Hearing: _____

- Public Comment:
- Board Discussion:

VIII. ACTION/DISCUSSION

A. PGTA Initial Proposal (Sunshine List) 2026-27 90

Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board approve and accept the initial proposal (sunshine list) for the 2026-2027 Pacific Grove Teachers Association negotiations.

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

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- B. PGUSD PGTA Initial Proposals -2026-27 92
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District recommends that the Board review and approve initial proposals for 2026-2027 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.
- Public Comment:
 - Board Discussion:
 - Move: Second: Vote:
- C. 2025-26 CSEA Classification and Compensation Implementation - Cycle 1 94
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board approve the California School Employees Association Chapter 229 and Pacific Grove Unified School District Classification and Compensation Study Cycle 1 Implementation Agreement.
- Public Comment:
 - Board Discussion:
 - Move: Second: Vote:
- D. Director of Nutrition Reclassification 185
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District recommends that the Board review and approve the updated job description and compensation adjustment for the Director of School Nutrition.
- Public Comment:
 - Board Discussion:
 - Move: Second: Vote:
- E. Resolution No. 1207 - Proclaiming October 12-18, 2026 Week of the School Administrator 194
Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and adopt Resolution Number 1207 proclaiming October 12, 2026 through October 18, 2026 as Week of the School Administrator.
- Public Comment:
 - Board Discussion:
 - Move: Second: Vote:
- F. Resolution No. 1208 - Recognizing November as National Native American Heritage Month 197

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Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and adopt Resolution Number 1208 proclaiming October 12, 2026 through October 18, 2026 as Week of the School Administrator.

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

G. Resolution No. 1204 Establishing a PGUSD Career Technical Education Advisory Committee (CTEAC) 200

Recommendation: (Josh Jorn, Assistant Superintendent) The Administration recommends that the Board review and approve Resolution No. 1204 which establishes a District Career Technical Education Advisory Committee (CTEAC).

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

H. Resolution No. 1205 Establishing a Lease Lease-Back as a Delivery Method 207

Recommendation: (Josh Jorn, Assistant Superintendent) The Administration recommends that the Board review and approve Resolution No. 1205 Adopting the Lease-Leaseback Project Delivery Method Pursuant to Education Code Section 17406 for District Bond Construction Projects.

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

I. Resolution No. 1206 OPSC Eligibility Determination and Funding 213

Recommendation: (Josh Jorn, Assistant Superintendent) The Administration recommends that the Board review and approve Resolution No. 1206 to Establish a Determination and Funding Mechanism for the Office of Public School Construction (OPSC).

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

-

J. Budget Revision #1 217

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Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the 2026-27 Budget Revision #1 which will now become the 2026-27 Adopted Budget.

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

K. PGHS Site Improvements Project Bid Results and Award 228

Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration and Bond Program Manager, Ausonio, recommends that the Board approve the award of the Pacific Grove High School Site Improvements Projects, and Award to Commercial Solutions Group Construction Company, as the lowest responsive and responsible bidder.

L. Proposed Board Meeting Calendar 233

Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and adopt the proposed Board meeting calendar to ensure that all scheduled sessions remain in compliance with the meeting frequency and notification requirements established in Bylaw 9320.

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

IX. INFORMATION/DISCUSSION

A. PG Tech Quarterly Update: Fall 2026 239

Recommendation: (Matthew Binder, Director of Educational Technology and Louis Algaze, Director of Technology Systems) The District Administration recommends that the Board review and discuss the information contained in *Tech Connect*, PGTech's quarterly technology-focused newsletter for PGUSD.

- Public Comment:
- Board Discussion:
- Direction: _____

B. Future Agenda Items 246

Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review the Future Agenda Items list and provide direction regarding the addition, prioritization, or scheduling of items for upcoming meetings.

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- Public Comment:
- Board Discussion:
- Direction: _____

X. ADJOURNMENT

Next Special Board Meeting: Oct 22, 2026

Next Regular Board Meeting: Nov 5, 2026

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Minutes of September 10, 2026 Regular Board Meeting

Recommendation

The District Administration recommends that the Board review and approve the minutes.

Background

The District Administration records all Pacific Grove Unified School District Board Meetings and posts them on the [PGUSD YouTube Channel](#). The Executive Assistant then uses these recordings to transcribe the meeting minutes in accordance with the Ralph M. Brown Act.

Information

All meetings of the governing board of any school district shall be open to the public and shall be conducted in accordance with Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code. All actions authorized or required by law of the governing board shall be taken at the meetings and shall be subject to the following requirements:

- (a) Minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.
- (b) An agenda shall be posted by the governing board, or its designee, in accordance with the requirements of Section 54954.2 of the Government Code. Any interested person may commence an action by mandamus or injunction pursuant to Section 54960.1 of the Government Code for the purpose of obtaining a judicial determination that any action taken by the governing board in violation of this subdivision or Section 35144 is null and void.

Fiscal Impact

N/A

2026/27 ▾

(None) No Fiscal Impact



BOARD OF EDUCATION
REGULAR MEETING MINUTES: September 10, 2026

435 Hillcrest Ave.
Pacific Grove, CA 93950

Trustee(s) Present:

- ☒ President Jennifer McNary
- ☒ Clerk Beth Shammass
- ☒ Trustee Mike Wachs (remotely)
- ☒ Trustee Laura Ottmar

Administration Present:

- ☒ Superintendent Dr. Linda Adamson
- ☒ Assistant Superintendent Josh Jorn

Board Recorder:

- Executive Assistant to the Superintendent
Carey O'Sullivan

Student Representative(s) Present:

- ☒ Grace Bishop
- ☒ Dylan Llantero

Next Board Meeting Date(s):

September 24, 2026 – *Special*
October 8, 2026 – *Regular*

[Full YouTube Video of Meeting](#)

School Site Acronyms:

DO - District Office
FGE - Forest Grove Elementary School
RHD - Robert H. Down Elementary School
PGMS - Pacific Grove Middle School
PGHS - Pacific Grove High School
PGCHS - Pacific Grove Community High School
PGAE - Pacific Grove Adult Education
PGUSD - Pacific Grove Unified School District

I. OPENING BUSINESS

- A. Call to Order - *Called to order by President McNary at 5:30 PM*
- B. Land Acknowledgement
- C. Roll Call
 - President McNary - *Present*
 - Clerk Shammass - *Present*
 - Trustee Ottmar - *Present*
 - Trustee Wachs - *Present*
- D. Adoption of Agenda
 - Public Comment: *None*
 - Board Discussion: *None*
 - Move: Trustee Ottmar Second: Clerk Shammass Vote: 4-0, *motion carried.*

II. CLOSED SESSION

- A. Identify Closed Session Topics:

- a. Negotiations – Collective Bargaining Session planning and preparation with the PGTA for 2026-27 [Government Code § 3549.1, subdivision (d)]
 - b. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2026-27 [Government Code § 3549.1, subdivision (d)]
 - c. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]
 - d. Review of Proposed Superintendent Goals
- B. Public Comment on Closed Session Topics
 - a. *None*
- C. Adjourn to Closed Session - 5:33 PM
 - a. *None*

III. RECONVENE IN OPEN SESSION

- A. Report Action Taken in Closed Session:
 - a. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2026-27 [Government Code § 3549.1, subdivision (d)]
 - i. *Information was received.*
 - b. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]
 - i. *Information was received.*
 - c. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]
 - i. *Information was received.*
 - d. Review of Proposed Superintendent Goals
 - i. *Information was received and direction was given.*
- B. Pledge of Allegiance
- C. Presentation - PGHS - Ocean Guardians
 - a. *Principal O'Meara, Ms. Amanda Mello, and students from PGHS gave a presentation highlighting the Ocean Guardian Club.*

IV. COMMUNICATIONS

- A. Student Representative Comments
 - a. *Representatives Grace Bishop and Dylan Llantero gave a presentation.*
- B. Board Member Comments/Written Communications
 - a. *Board members shared written communications received as well as their personal comments.*
- C. Superintendent Report
 - a. *Dr. Adamson gave a presentation.*
- D. Safety Report
 - a. *Assistant Superintendent Jorn provided an overview of district-wide safety initiatives and updates.*

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

- B. Community Members (Non-Agenda Items)

- a. *One (1) commenter in person.*
- C. PGUSD Staff Comments (Non-Agenda Items)
 - a. *None*

VI. CONSENT

- A. Minutes of August 3, 2026 Special Board Meeting
- B. Minutes of August 13, 2026 Regular Board Meeting
- C. Minutes of August 27, 2026 Special Board Meeting
- D. Cash Receipts Report #2
- E. Revolving Cash Report #1
- F. Warrant Schedule #695
- G. Acceptance of Donations
- H. Personnel Report
- I. Out of State, Out of Country, and/or Overnight Activities
- J. MOU - Temporary Schedule Change for RHD Instructional Asst.
- K. MOU - Temporary Schedule Change for RHD Paraprofessional
- L. MOU - PGHS Information Technology Technician Schedule Change
- M. MOU - Adult Ed. Instructional Asst. Hours Increase and Vacancy Elimination
- N. Contract for Services with Varajic Consulting STEAM @831
- O. Contract for Services with NorCal Bats - FGE and RHD
- P. Contract for Services with Jameson Paull, Videographer - RHD
- Q. Contract for Services with Lakeland Holdings LLC dba WorldStrides - PGHS
- R. Contract for Services with Peninsula Sports - PGMS
- S. Contract for Services with Culligan Water - PGMS
- T. Contract for Services with Santa Cruz Office of Education - PGMS
- U. Contract for Services with Monterey Bay DJ - PGMS ASB
- V. Nutrition Services Equipment Surplus
- W. Updated Expenditure Plan for Resource 6770/Prop. 28 Arts & Music Programs
- X. Resolution No. 1202 - Gann Limit Calculations (2025-26 Actuals & 2026-27 Adopted Budget)
 - Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*
 - Move: Trustee Wachs ▾ Second: Trustee Ottmar ▾ Vote: 4-0, *motion carried.*

VII. ACTION/DISCUSSION

- A. Contract for Services with MEarth - PGCHS
 - Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*
 - Move: Clerk Shammas ▾ Second: President McNary ▾
 - Student Trustee Vote: *Aye*
 - Vote: 3-1, *Trustee Wachs dissented, motion carried.*
- B. 2025-26 Unaudited Actuals
 - Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*

- Move: Trustee Wachs ▾ Second: Clerk Shammass ▾ Vote: 4-0, motion carried.
- C. AVID Classroom Tutor Job Description
- Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*
 - Move: Trustee Ottmar ▾ Second: Clerk Shammass ▾ Vote: 4-0, motion carried.
- D. Proposed Board Meeting(s) Calendar
- Public Comment: *None*
 - Board Discussion: *None*
 - *No vote was required as there were no changes.*

VIII. INFORMATION/DISCUSSION

- A. Construction Delivery Methods and Purchasing
- Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*
 - Direction: *No direction given.*
- B. Bond Program Update
- Public Comment: *One (1) commenter in person.*
 - Board Discussion: *The Board discussed the item.*
 - Direction: *Direction was given to provide more information about the materials that will be used in the proposed middle school field turf.*
- C. CSBA Board Policy Updates - First Read
- Public Comment: *None*
 - Board Discussion: *The Board discussed the item.*
 - Direction: *No direction was given. This will be brought to the next regular meeting as a consent agenda item.*
- D. Future Agenda Items
- Public Comment: *None*
 - Board Discussion: *The Board discussed possible future agenda items.*
 - Direction: *None*

IX. ADJOURNMENT - 9:40 PM

Next Special Board Meeting: Sep 24, 2026

Next Regular Board Meeting: Oct 8, 2026

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Cash Receipts Report #3

Recommendation

The District Administration recommends that the Board review and approve the Cash Receipts Report.

Background

The attached listing identifies Cash Receipts received by the District during the period of September 2, 2026 - September 28, 2026.

Information

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

Fiscal Impact

N/A

2026/27 ▾

(N/A) No Fiscal Impact

Program/Grant

N/A

PGUSD
2026-27 BOARD REPORT #3 Cash Receipts

September 2, 2026 - September 28, 2026

Date	Num	Name	Account	Amount
Sep 2 - 28, 26				
09/02/2026	8000	Fingerprinting	Fingerprint Fees	755.00
09/02/2026	7999	Robert Down Elementary	Birthday Books	620.00
09/02/2026	7998	CAFETERIA	FEES COLLECTED	82.00
09/02/2026	7997	STATE OF CALIFORNIA	MEDI-CAL	188.10
09/02/2026	7996	Transportation	RETURNED CHECK	-100.00
09/02/2026	7995	RETIREE INSURANCE	RETIREE INSURANCE	2,601.00
09/02/2026	7994	EMPLOYEE	PAYMENTS	1,000.00
09/08/2026	7605	RETIREE INSURANCE	RETIREE INSURANCE	1,462.33
09/08/2026	7603	Intercare Holding Insurance	PAYMENTS	484.25
09/08/2026	7602	Transportation	BUS PASS	10.00
09/08/2026	7604	ASE - After School Enrichment	FEES COLLECTED	16,580.00
09/08/2026	7601	CAFETERIA	FEES COLLECTED	554.39
09/09/2026	7610	ADULT EDUCATION	ADULT EDUCATION	-72.00
09/09/2026	7609	Facilitron	FEES COLLECTED	28,900.31
09/09/2026	7606	RETIREE INSURANCE	RETIREE INSURANCE	1,524.00
09/09/2026	7607	PGHS	CTE Donations	610.00
09/10/2026	7611	BASRP-RD	BASRP	11,111.83
09/10/2026	7615	BASRP-FG	BASRP	42,166.22
09/10/2026	7614	BASRP-RD	BASRP	62.92
09/10/2026	7612	BASRP-FG	BASRP	369.93
09/10/2026	7616	STATE OF CALIFORNIA	PRESCHOOL	46,958.00
09/10/2026	7618	Cal Card	REBATE	906.44
09/14/2026	7622	RETURNED CHECK	RETURNED CHECK	-1,000.00
09/15/2026	7633	Developer Fees	Developer Fees	25,131.37
09/15/2026	7632	PG PRIDE	GRANT	2,935.62
09/15/2026	7631	PG&E	REIMBURSMENT	4,661.82
09/15/2026	7630	MONTEREY BAY CHARTER SCHOOL	UTILITIES	11,582.59
09/15/2026	7629	PGHS	CTE Donations	300.00
09/15/2026	7628	PITNEY BOWES	REIMBURSMENT	75.75
09/15/2026	7627	PGMS	DONATION	50.00
09/15/2026	7626	Developer Fees	Developer Fees	9,223.28
09/15/2026	7625	Fingerprinting	FEES COLLECTED	645.00
09/15/2026	7624	DEPOSIT	BUS PASS	100.00
09/15/2026	7623	RETIREE INSURANCE	RETIREE INSURANCE	295.00
09/22/2026	7640	BANK ADJUSTMENT	BANK ADJUSTMENT	-90.00
09/22/2026	7634	CASH	REIMBURSMENT	3,094.63
09/22/2026	7639	RETIREE INSURANCE	RETIREE INSURANCE	3,856.00
09/22/2026	7638	ADULT EDUCATION	DONATION	3,000.00
09/22/2026	7636	BASRP-FG	FEES COLLECTED	240.00
09/22/2026	7635	FOOD SERVICE	FEES COLLECTED	306.00
09/22/2026	7637	CHS	DONATION	451.00
09/22/2026	7641	US BANK	REIMBURSMENT	1,722.50
Sep 2 - 28, 26				223,355.28

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Revolving Cash Report #2

Recommendation

The District Administration recommends the Board review and approve the Revolving Cash Report.

Background

The attached listing identifies payments made from the Revolving Cash Fund during the period of September 2, 2026 - September 28, 2026

Information

Prior to the approval of the identified payments, appropriate District procedures were followed, and authorizations obtained.

Fiscal Impact

N/A

2026/27 ▾

(N/A) No Fiscal Impact ▾

Program/Grant

N/A

PGUSD
2026-27 BOARD REPORT #2 REVOLVING CASH

September 2, 2026 - September 28, 2026

Date	Name	Account	Amount
Sep 2 - 28, 26			
09/16/2026	ANALYSIS CHARGE	BANK FEE	-461.52
09/18/2026	DEPOSIT	DEPOSIT	2,237.59
Sep 2 - 28, 26			1,776.07

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Warrant Schedule 696

Recommendation

The District Administration recommends that the Board review and approve the Warrant Schedule.

Background

The attached listing of warrants identifies payments made by the District during the month of *September 2026*.

Information

Prior to the issuance of the warrants, District procedures were followed to ensure the appropriateness of the item(s) purchased, the correctness of the amount to be paid, and the funds were available within the appropriate budget. All necessary site, department, and district authorizations have been obtained.

Please note a full copy of the warrants are available by request.

Fiscal Impact

N/A

2026/27 ▾

(None) No Fiscal Impact ▾

Program/Grant

N/A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

696

September 2026

WARRANTS - PAYROLL

Certificated	Manual	09/04/26	\$	28,085.64
	Supp	09/10/25	\$	115,395.57
	Manual	09/15/25	\$	-
	Regular	09/30/25	\$	1,786,197.94
<u>Total Certificated</u>			\$	<u>1,929,679.15</u>
Classified	Manual	09/04/26	\$	-
	Supp	09/10/25	\$	56,010.89
	Manual	09/15/25	\$	-
	Regular	09/30/25	\$	1,059,603.08
<u>Total Classified</u>			\$	<u>1,115,613.97</u>
Other	Manual	09/04/26	\$	-
	Supp	09/10/25		
	Manual	09/15/25		
	Regular	09/30/25	\$	-
<u>Total Other</u>			\$	<u>-</u>
<u>TOTAL PAYROLL</u>			\$	<u>3,045,293.12</u>

WARRANTS - ACCOUNTS PAYABLE

Checks	V-Card Payment			
13015209 - 13015241	4600000940	09/03/26	\$	126,636.97
13016451 - 13016492	04600000941 - 04600000943	09/10/26	\$	482,899.86
13017661 - 13017694	04600000944	09/17/26	\$	344,348.71
13018693 - 13018743		09/22/26	\$	430,281.33
<u>TOTAL ACCOUNTS PAYABLE</u>			\$	<u>1,384,166.87</u>

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman
Chief Human Resources Officer

Item

Personnel Report

Recommendation

The District Administration recommends that the Board review and approve the Personnel Report.

Background

The Personnel Report outlines appointments, leaves, resignations, retirements and releases as it relates to employees' employment status with the District.

Recruitment and selection procedures include dissemination of vacancy announcements to local and surrounding public agencies, community colleges and institutions of higher education as well as posting on the District's website.

Information

Persons listed in the Personnel Report 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

N/A

2026/27 ▾

(N/A) No Fiscal Impact ▾

Program/Grant

N/A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT – CERTIFICATED
October 8, 2026

APPOINTMENTS

Name	Position	FTE	Site	Status	Effective Dates
Arberg, Cori	SLP	1.0	District	Prob	10/5/26
Long, Noah	Substitute Teacher	Various	District	On Call	9/4/26
Furrer, Averie	Substitute Teacher	Various	District	On Call	9/8/26
Riedel, Mary	Substitute Assistant Principal	Various	District	On Call	8/5/26
Gutierrez, Alejandro	Substitute Teacher	Various	District	On Call	9/11/26
Englehorn, Robert	Substitute Teacher	Various	District	On Call	9/14/26
Fuerst, Claire	Substitute Teacher	Various	District	On Call	9/21/26
Kerr, Jeanne	Substitute Teacher	Various	District	On Call	9/11/26
McCourt, Kayla	Substitute Teacher	Various	District	On Call	9/21/26
Beck, Maryssa	Substitute Teacher	Various	District	On Call	9/9/26
Bruton, Connor	Substitute Teacher	Various	District	On Call	9/14/26
Chen, Yali	Substitute Teacher	Various	District	On Call	9/28/26
Johnson, Mary	Substitute Teacher	Various	District	On Call	9/22/26
Ballard, Nancy	Substitute Teacher	Various	District	On Call	9/25/26
Logue, Christopher	ESL Teacher	1.5	ADE	Prob	9/15/26

TEMPORARY APPOINTMENTS

Name	Position	FTE	Site	Status	Effective Dates
Diaz-Contreras, Felix	Music Lunch Club	Hrly	PGMS	Perm	9/11/26-5/29/27

STIPENDS

Name	Stipend	Site	Status	Effective Dates
Boulware, Michelle	Musical Advisor	PGMS	Walk On	9/11/26-3/1/27
Shurtz, Kimberley	Department Chair	PGHS	Perm	8/1/26-5/31/27

LEAVES OF ABSENCE

Name	Position	FTE	Site	Leave Type	Effective Dates
McDonald, Molly	CDC Teacher	1.0	ADE	Unpaid	9/30/26-1/3/27

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT – CLASSIFIED
October 8, 2026

APPOINTMENTS

Name	Position	FTE	Site	Status	Effective Dates
Fourkas, Alissa	Qigong Instructor	Hrly	ADE	Temp	9/17/26
Fourkas, Alissa	T'ai Chi Instructor	Hrly	ADE	Temp	9/17/26
Chamberlain, Karen	Shonishin Instructor	Hrly	ADE	Temp	9/14/26
Zhang, Jing Nan	Zumba Instructor	Hrly	ADE	Temp	9/17/26
Jakubowski, Dani	Mindful Self-Compassion Instructor	Hrly	ADE	Temp	9/15/26
Alkatatbeh, Ruqayya	Substitute Classified	Various	District	On Call	9/3/26
Garcia Maravilla, Angelina	Paraprofessional	.08125	District	Prob	10/5/26

STIPENDS

Name	Stipend	Site	Status	Effective Dates
Santos, Chloe	Anti-Seizure Stipend	RHD	Prob	8/5/26
Al Ayoubi, Tara	Anti-Seizure Stipend	RHD	Perm	8/5/26
Petty, Fran	Anti-Seizure Stipend	FGE	Perm	9/1/26
Gabriel, April	Anti-Seizure Stipend	RHD	Perm	9/1/26
Mojica, Lizbeth	Anti-Seizure Stipend	PGMS	Perm	9/1/26
Erickson, Jeff	Anti-Seizure Stipend	RHD	Perm	9/1/26
Guillory, Naomi	Anti-Seizure Stipend	PGMS	Perm	10/1/26
Villalpando, Vanessa	Anti-Seizure Stipend	RHD	Perm	10/1/26
Bocanegra, Gladys	Anti-Seizure Stipend	RHD	Perm	10/1/26
Gamecho, Sierra	6th Grade Boys Volleyball Coach	PGMS	Walk on	9/16/26

PROMOTION/TRANSFER

Name	Position	FTE From	FTE To	Site	Effective Dates
Terry, Andrew	Custodian I	1.0	1.0	RHD to MS	9/14/26
Bocanegra, Gladys	From Recreation Attendant to BASRP Paraprofessional	0.8175	0.8175	RHD	9/16/26

LEAVES OF ABSENCE

Name	Position	FTE	Site	Leave Type	Effective Dates
Cat Pennisi	IPP Instructor	0.875	ADE	FMLA	8/31/26-6/30/27
Kyle Neely	Paraprofessional	0.813	PGMS	FMLA	9/8/26-10/2/26
Rodewald, Ryan	Noon Duty/BASRP Attendant	0.625	FGE/RDE	FMLA	10/7/26-12/16/26

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Amendment to the School Facility Consultants Agreement from 2025-26 for added services tied to Prop 2 State Funding.

Recommendation

The Administration recommends that the Board review and approve the attached amendment to the School Facility Consultants Agreement

Background

In May 2024, the District entered into an agreement with School Facility Consultants (SFC) to evaluate, establish, and process the District's baseline State funding eligibility through the State School Facility Program (SFP) and the Office of Public School Construction (OPSC).

Following the successful determination of baseline funding eligibility, the District is moving forward with planned modernization and bond program projects across District sites. SFC has submitted a proposal to amend the current consulting agreement to expand their scope of work to assist PGUSD in securing state matching funds and managing project applications for its ongoing bond program initiatives

Information

Approval of this contract amendment authorizes SFC to provide specialized state funding application, planning, and liaison services for planned modernization projects at Forest Grove Elementary School, Robert Down Elementary School, and Pacific Grove Middle School.

Key services added under this amendment include:

- California Department of Education (CDE) Approvals: Preparation and submittal of CDE plan approval requests for modernization projects.
- OPSC & State Allocation Board (SAB) Grant Applications: Preparation and processing of SAB Form 50-04 (Application for Funding), SAB Form 50-05 (Fund Release Authorization), and required justification documentation.
- State Agency Liaison Support: Managing 24-hour, 15-day, and 4-day response letters from the Office of Public School Construction to ensure PGUSD applications remain active and in line for state funding allocations.
- Ad-Hoc Planning Services: Assisting District staff with long-range facility funding strategies and master planning alignment as needed.

Retaining SFC ensures that PGUSD's local bond investments are fully leveraged against state matching grant opportunities to maximize overall funding available for school improvements.

Fiscal Impact

Services under this amendment will be billed on a time-and-materials basis according to SFC's hourly rate schedule, **not to exceed \$45,000** without prior District authorization.

2026/27 ▾

FUND 21



Professional Consulting Services Proposal

Prepared for:
Pacific Grove Unified School District

Attention:
Josh R. Jorn
Assistant Superintendent Business Services
Pacific Grove Unified School District
Email: josh.jorn@pgusd.org
Phone: (831) 646-6509

Primary Contact:
Matthew A. Pettler
Vice President
School Facility Consultants
Email: matt@s-f-c.org
Phone: (916) 441-5063

Letter of Transmittal

September 10, 2026

Josh R. Jorn
Assistant Superintendent Business Services
Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950

Subject: Proposed Amendment for Consulting Services

Dear Mr. Jorn:

School Facility Consultants (SFC) is pleased to present the Pacific Grove Unified School District (District) with this Proposed Amendment to our May 2024 Agreement with the District for State School Facility Program (SFP) consulting services. We have very much enjoyed working with the District to determine eligibility for SFP funding and now look forward to assisting the District with securing funding for planned modernization projects.

SFC is a full-service company which has been assisting its clients in all aspects of school facility planning since 1986. SFC offers a wide variety of services, including the preparation of State funding applications, California Department of Education plan approval applications, Proposition 2 Compliant Facility Master Planning documents, and School Facility Needs Analysis/Developer Fee reports. SFC also works with Districts to garner Federal funding and various one-time program funding when available. We have worked with clients to realize over five billion dollars in school facility funding including new construction, modernization, and renovation projects. The team is also active in the implementation, analysis and monitoring of State programs and regulations, and has developed strong working relationships with state agency staff members. With decades of combined experience and diverse backgrounds, our team members work collaboratively, providing a comprehensive knowledge base to address the unique needs of our clients.

SFC is very experienced in providing creative solutions for districts:

- ✓ We work to obtain multiple funding sources for single projects.
- ✓ We assist clients to determine the optimal project prioritization based on funding availability.
- ✓ We work to maximize project savings allowing quicker access to State funding and more flexibility with State funding to match local needs.
- ✓ We track local and Federal funding opportunities to ensure the District is first in line for funding.

We very much appreciate your consideration of our firm and are happy to discuss in detail any of the services outlined above. Please do not hesitate to contact us at your earliest convenience with any questions.

Sincerely,



Matthew A. Pettler
Vice President

Experience and Qualifications

FIRM INFORMATION

School Facility Consultants (SFC) has assisted its clients in all aspects of school facility funding and planning since 1986. We have worked with clients to realize over seven billion dollars in school facility funding including new construction, modernization, and renovation projects. Our knowledgeable staff understands the intricacies of the planning and funding process in California, including the procedures and requirements of the California Department of Education (CDE), Office of Public School Construction (OPSC), Division of the State Architect (DSA) California Energy Commission (CEC) and Department of Toxic Substances Control (DTSC).

With decades of combined experience in a wide range of school facility issues, we at School Facility Consultants are committed to integrity, professionalism and excellence in all that we do. We are comprised of a diverse group of motivated individuals guided by the shared endeavor of applying analysis and strategy to achieve concrete results for our clients.

At SFC, we offer a full range of comprehensive services and work closely with clients to become a seamless extension of facility teams. Based in Sacramento, our consulting teams are active in the implementation, analysis, and monitoring of State programs and regulations. We have developed strong working relationships with state agency staff members and bring a deep understanding of facility planning to each of our client's projects.

SFC's team structure provides its clients with reliability, accessibility and a broad knowledge base. The SFC partners maintain direct involvement with clients through regular communications with the consulting teams to maintain strong connections between consultants and clients. A Senior Consultant serves as the primary client liaison and manager of each client's projects. Additional consulting staff is available on the team to provide additional support, research, and work product. Team Leaders manage workload and troubleshoot potential issues for the team. The team approach ensures that a consultant is always available to provide immediate assistance to clients. By working collaboratively, our consulting team members contribute their individual expertise toward an extensive and comprehensive knowledge base that addresses the unique needs of individual clients.

SFC was built upon its strong values, culture, and work ethic. These qualities make for a highly effective and successful work environment for its staff, promoting teamwork and providing valuable opportunities for individual employee growth potential. This positive environment encourages productivity and allows for the highest level of service for its clients.

Experience and Qualifications

STATE FUNDING ELIGIBILITY AND APPLICATION

California school districts and County offices of education have the potential to realize significant State funding contributions through individualized analysis of funding eligibility under the State's School Facility Program (SFP). SFC consulting staff is trained to analyze complex data sets to determine eligibility and access funding available through the Office of Public School Construction (OPSC) and other State agencies. SFC assists districts in navigating the multi-step requirements and coordinating with these agencies through the entire funding process.

FUNDING STRATEGY

By synthesizing our various areas of technical expertise, SFC consulting staff is equipped to develop complex and effective long and short term funding strategies that provide proven results in facilities funding. As a full-service consulting firm, SFC has the ability to take school districts facilities projects from start to finish, applying methodology that garners the greatest funding gains while addressing specific and individual project needs which may evolve during the life of the project. SFC assists clients in providing a long term strategy which results in maximizing outside funding sources to expand the life of their local funding availability. These efforts ultimately afford our clients the ability to provide additional and enhanced learning environments for students.

PROJECT CLOSEOUT AND AUDIT SUPPORT

As part of participation in the SFP, school districts and county offices of education are required by statute and regulation to conform to a number of certifications, as well as to ensure that funds received are expended appropriately. As part of the project closeout process SFC assists clients in compiling the documentation necessary to demonstrate conformance with expenditure requirements and the numerous certifications in order for clients to retain their awarded project funding amounts.

PLANNING

Clients utilize facility planning to forecast their facility needs into the future. SFC produces Proposition 2 Compliant Master Plans, school capacity studies, facility inventories, and enrollment analyses that assesses the potential impacts associated with outside area developments such as new residential development, shifts in demographic trends, and fluctuating district boundaries.

DEVELOPER FEE STUDIES

School districts are authorized to collect impact fees on new residential and commercial/industrial development pursuant to California law. The preparation of developer fee studies, in accordance with statute, is required in order for districts to collect these fees. These studies utilize local district data, including new residential development, historical statistical information, and school construction costs to determine the dollar amount that can be justified for collection by the school district. SFC's Planning Division prepares Justification Studies (Level I) and School Facility Needs Analysis Studies (Level II and III) according to the State Allocation Board's (SAB) provisions.

DEVELOPMENT MITIGATION SERVICES

SFC assists clients with development mitigation services. Services include Student Generation Rate Studies, Mitigation Impact Reports and Fair Share Studies. SFC consulting staff is available to provide comments on the potential impact of planned developments including general plans, specific plans and environmental impact reports. SFC consultants provide Geographic Information System (GIS) mapping services to inform student generation rates on a district-wide basis, by attendance area and for specific development projects. Should a district experience a fee challenge, staff are available to provide expert witness testimony and/or a professional review of developer fee justification reports or mitigation agreements.

Experience and Qualifications



Alexander R. Murdoch

School Facility Consultants, President/Partner

PROFESSIONAL QUALIFICATIONS

Alex Murdoch has worked in the school facility industry for over 30 years providing consulting services for clients in all areas of school facility planning and funding. As President and Partner of School Facility Consultants, Alex applies sophisticated methodologies to the facility funding and planning process resulting in the successful, timely delivery of innovative and complex projects.

As an industry leader, Alex is credited with a number of significant accomplishments including innovative planning that resulted in funding for a school district's reuse of commercial property for educational and economic revitalization purposes, being first to secure a lease/lease-back funding guarantee from the Office of Public School Construction for a school district and being first to receive special, legislated funding for a school district's multi-story replacement project.

Alex applies a nuanced approach to the political intricacies of the allocation of school facilities funding. He works to increase the Federal commitment to California school facilities. Alex specializes in identifying statewide policy trends, which are beneficial to the firm's clients. As an appointed member of statewide committees, Office of Public School Construction's Ad Hoc Committee in 2007 and the Coalition for Adequate School Housing's Grant Adequacy Committee in 1999, Alex has been instrumental in contributing to changes in regulations and legislation that benefit schools in California today.

Alex has crafted dozens of successful appeals to the State Allocation Board, brought numerous special items before the State Allocation Board and has crafted successful statewide bond provisions. His expert understanding of California Ed code and School Facility Program regulations has resulted in millions of dollars of funding for California school districts.

Education:

Bachelor of Arts - Political
Science and Economics,
University of California, Davis

Years with Firm:

30+

Professional Affiliations:

C.A.S.H. – Coalition for
Adequate School Housing

C.A.S.B.O – California
Association of School Business
Officials

School Energy Coalition

C.A.S.H. Federal Network

Small School Districts
Association

County School Facilities
Consortium

Experience and Qualifications



Matthew A. Pettler

School Facility Consultants, Vice President/Partner

PROFESSIONAL QUALIFICATIONS

Matt Pettler has been with School Facility Consultants (SFC) for over 25 years. Matt became a Principal and Partner in the Firm in January of 2007. Matt currently serves as Vice President and has assisted over 100 Districts receive billions of dollars in capital outlay funds for public school facilities in California. Matt specializes in managing client projects in all areas of the State School Facility Program as well as leading developer fee mitigation and District Facility Master Planning efforts.

During his time with SFC, Matt has played a key role in multiple successful school district appeals before the State Allocation Board gaining over \$750 million dollars in Financial Hardship, Overcrowding Relief Grant, and Facility Hardship funding. Matt has also assisted many school districts with complex audit/closeout issues to reach successful outcomes and avoid Material Inaccuracy penalties.

Additionally, Matt has prepared developer fee justification documents and successfully worked with the Building Industry Association (BIA) to secure millions of dollars needed to offset the impact of new residential development. He has led master planning teams in several school districts, allowing those districts to plan and execute successful bond elections to construct needed facilities for students.

Through these successes Matt has established relationships with State Allocation Board members, their staff, and State Agency leadership.

Education:

Bachelor of Arts - Political Science and Public Policy, University of California, Los Angeles

Years with Firm:

25+

Professional Affiliations:

C.A.S.H. – Coalition for Adequate School Housing

C.A.S.B.O – California Association of School Business Officials

School Energy Coalition

C.A.S.H. Federal Network

Small School Districts Association

County School Facilities Consortium

Awards:

Matt is a 2011 Coalition for Adequate School Housing Service Award Recipient

Experience and Qualifications



Aaron Hood

School Facility Consultants, Consultant

PROFESSIONAL QUALIFICATIONS

Mr. Hood assists school districts in analyzing and securing their modernization and new construction funding within the School Facility Program (SFP). Mr. Hood has experience guiding districts through the stages of the SFP funding process, from obtaining agency approvals to reporting project expenditures. His eye for detail and analytical skills help ensure school districts maximize their funding within the SFP.

Mr. Hood is a graduate of University of California, Berkeley, with a Bachelor of Arts Degree in Applied Mathematics and a certificate in Microsoft Excel.

Education:

Bachelor of Arts in Applied Mathematics, Specialty in Actuarial Science
University of California, Berkeley

Years with Firm

5

Professional Affiliations:

C.A.S.H. – Coalition for Adequate School Housing

C.A.S.B.O – California Association of School Business Officials

School Energy Coalition

C.A.S.H. Federal Network

Small School Districts Association

County School Facilities Consortium

Proposed Services and Fees

SFC proposes the following services to the Pacific Grove Unified School District (District):

School Facility Program Application Services

SFC will provide the following application services for modernization projects at Forest Grove Elementary School, Robert Down Elementary School and Pacific Grove Middle School.

- Assist with the preparation and submittal of California Department of Education (CDE) plan approval requests
- Assist with the preparation and submittal of State Allocation Board applications for Modernization projects as determined by the funding opportunities identified:
 - SAB 50-04, *Application for Funding* and justification documents
 - Office of Public School Construction 24 Hour, 15 Day & 4 Day letter assistance
 - SAB 50-05, Fund Release Authorization and justification documents
- Assist District with planning services, as requested by the District, and as accepted by SFC

For the services delineated above, the District shall pay SFC on a time and material basis at the hourly rate schedule below not to exceed \$45,000 without District approval. The hourly fees shall cover all expenses incurred in Sacramento by SFC on behalf of the District. If it becomes necessary for a Consultant from SFC to visit the District, the District will pay for travel time at the rate schedule below. The District will also reimburse SFC for all necessary and pre-approved travel expenses. SFC will bill the District in increments of 15 minutes and invoice on a monthly basis.

Hourly Rate Schedule

Principal	\$295 per hour
Director	\$285 per hour
Senior Consultant	\$265 per hour
Consultant	\$235 per hour
Research Analyst	\$195 per hour
Administrative Support	\$125 per hour

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

MOU – Memorandum of Understanding with Communities for Sustainable Monterey County (CSMC)

Recommendation

The District Administration recommends that the Board approve the Memorandum of Understanding between PGUSD and the Communities for Sustainable Monterey County (CSMC).

Background

Since June, 2013 the District has been providing access to CSMC's volunteers to a Community Garden located at the Adult School.

CSMC provides resources for the Community Garden education and outreach as well as volunteers for various gardening programs in the community. CSMC has been holding gardening classes and workshops at the Community Garden and related events at the Adult School.

Information

PGUSD did not have a formal Memorandum of Understanding with CSMC in the past and therefore wanted to memorialize the arrangement in 2026-27 and future subsequent years. This MOU included in the packet memorializes the arrangement between PGUSD and CSMC, and requires all volunteers to be fingerprinted for access to the campus. It requires proper notification of changes to the facilities and provides PGUSD with an opt-out clause.

Fiscal Impact

N/A

**MEMORANDUM OF UNDERSTANDING
BETWEEN PACIFIC GROVE UNIFIED SCHOOL DISTRICT AND
COMMUNITIES FOR SUSTAINABLE MONTEREY COUNTY**

SECTION 1. OVERVIEW

This Memorandum of Understanding (“MOU”) is entered into by and between the Pacific Grove Unified School District (“District”), and Communities for Sustainable Monterey County (“CSMC”), a tax-exempt public benefit corporation collectively “Parties” or individually as a “Party.”

SECTION 2. RECITALS

The following recitals are a substantive portion of this MOU.

WHEREAS, District owns and operates the Pacific Grove Adult School (“Adult School”) where the Pacific Grove Community Garden (“Community Garden”) is located at 210 Ridge Road, Pacific Grove, CA, California 93950; and

WHEREAS, the Community Garden is managed by CSMC for the benefit of Adult School students and community members to utilize its facilities and garden plots for the purpose of cultivating and growing their own produce and flowers; and

WHEREAS, District recognizing that cultivating and growing vegetables, produce and flowers is beneficial to the health and wellness of Adult School students and community members and is willing to grant access to the Community Garden to CSMC subject to the terms and conditions set forth in this MOU; and

WHEREAS, since June, 2013 the Parties have cooperated together with the District providing access to CSMC’s volunteers to a Community Garden located at the Adult School and with CSMC providing funding through MC Gives for resources for the Community Garden education and outreach as well as volunteers for various gardening programs; and

WHEREAS, the Parties desire to memorialize their relationship through this MOU and to continue to the programs which have been initiated at or include the Community Garden at the Adult School; and

WHEREAS, CSMC has been holding gardening classes and workshops at the Community Garden and related events at the Adult School; and

WHEREAS, the Community Garden at the Adult School serves as demonstration and instruction sites for home gardeners in the community.

NOW, THEREFORE, for good and valuable consideration, the adequacy and sufficiency of which is hereby acknowledged, the Parties agree as follows:

SECTION 3. PURPOSE OF THE MOU

The purpose of this MOU is to establish the following:

- 1) District approval of access by CSMC volunteers to the Community Garden located at the Adult School.
- 2) Access by CSMC volunteers and use of the classroom facilities on the site during inclement weather at the reasonable discretion of the District.

SECTION 4. EFFECTIVE DATE

This MOU shall be effective August 30, 2026 or upon execution by both parties, whichever date is sooner and shall continue in effect until June 30, 2027.

SECTION 5. RESPONSIBILITIES OF CSMC

5.1 CSMC will provide volunteers, if appropriate volunteers can be found, to train, coordinate and continue the programs at the Community Garden.

5.2 CSMC shall comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies and requirements, as presently enacted or hereafter amended or issued regarding the use of the Community Garden. Violation of any of these requirements shall be grounds for District's termination of this Agreement.

5.3 CSMC will require all volunteers and gardeners to be fingerprinted as required by State Law and District regulations. Fingerprinting service may be provided through the District at CSMC's expense should the District's schedule permit this.

SECTION 6. RESPONSIBILITIES OF DISTRICT

6.1 District will allow access for CSMC volunteers to the Community Garden. Should the District's operational needs require that this access be temporarily suspended, the District will provide timely notice to CSMC, except in case of emergency, in which case no notice is required.

6.2 District, at their reasonable discretion, will continue to list CSMC's programs in its catalog upon request of CSMC.

6.3 The District will provide water to the Community Garden via the reclamation system.

6.4 The District will provide electrical power to the Community Garden.

6.5 The District will monitor use, and if use results as an increased cost to the District will pass along any incurred costs to CSMC.

SECTION 7. RESPONSIBILITIES OF THE PARTIES

The Parties will cooperate in good faith in resolving any issues with existing or potential future programs in order to meet the goals of the District and CSMC

SECTION 8. FURTHER ASSURANCES

Each Party will endeavor to adopt, execute, and make any and all further assurances, documents, instruments and resolutions as may be reasonably necessary or proper to carry out the intention or to facilitate the Parties' performance of their obligations under this MOU.

SECTION 9. REPRESENTATIONS AND WARRANTIES

Each Party represents and warrants to all other Parties as follows:

9.1 Each Party has the full legal right, power and authority under the laws of the State of California to enter into this MOU and to carry out all of its obligations herein.

9.2 Each Party's representatives who sign this MOU are duly authorized to sign and bind their respective entity.

SECTION 10. INDEMNIFICATION

CSMC shall indemnify, defend and hold harmless District, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers from and against any and all claims, liabilities, expenses, liens, or damages of any nature, including liability for bodily injury, property damage or personal injury, which arise out of, pertain to, or relate to the negligent acts of CSMC under this Agreement. District shall indemnify, defend and hold harmless CSMC, its boards, agencies, officers, agents, employees, and volunteers from and against any and all claims, liabilities, expenses, liens, or damages of any nature, including liability for bodily injury, property damage or personal injury, which arise out of, pertain to, or relate to the negligent acts of District under this Agreement.

SECTION 11. INSURANCE REQUIREMENTS

CSMC shall maintain in full force throughout the term of this Agreement or any renewals, the comprehensive general liability insurance with limits of not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. If the insurance is reduced or cancelled for any reason whatsoever, CSMC shall replace the insurance with new insurance comparable to the requirements of this section. District shall be named as an additional insured on all policies and certificates shall be provided to District prior to access by CSMC's volunteers to the Community Garden.

SECTION 12. SEVERABILITY

The provisions of this MOU shall be severable, and if any clause, sentence, paragraph, provision or other part shall be adjudged by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this MOU will be valid and binding on the Parties.

SECTION 13. AMENDMENTS

This MOU may only be amended by a written instrument signed by the Parties.

SECTION 14. COUNTERPARTS

This MOU may be executed in counterparts, each of which shall be deemed to be original, but all of which together shall constitute one and the same instrument.

SECTION 15. TERMINATION

Either Party may terminate this Agreement at any time for any reason upon ninety (60) days' written notice to the other Party. In the event of a material default under this Agreement District shall provide CSMC with written notice of the event of default with a request to cure within thirty (30) days of notice. If the default cannot reasonably be cured within thirty (30) days or fulfillment of CSMC's obligation requires activities over a period of time, CSMC shall timely commence performance, and performance shall be diligently pursued. District may terminate this Agreement upon the occurrence of a material default that is not cured within the 30 day time period or if CSMC does not commence performance to cure any default should the remedy require more than 30 days.

Upon termination of this Agreement, CSMC will be required to remove all property and leave the leased area in the original condition. All debris, material, and modifications will be removed at the expense of CSMC.

SECTION 16. NO LEGAL RELATIONSHIP

By entering into this MOU, the Parties are neither forming, nor do they intend to form a partnership, agency, or any other legal entity relationship. No Party is authorized to bind or to act as the agent or legal representative of the other Party for any purpose, and neither Party is granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of any other Party.

SECTION 17. GOVERNING LAW, VENUE

This MOU has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this MOU shall be in the Superior Court, County of Monterey.

IN WITNESS OF, the Parties have executed the MOU as of the last date set forth below:

Pacific Grove Unified School District

Communities for Sustainable Monterey County

By:

Date

By: Janette Leonidou, President

Date

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

MOU – Pacific Grove Teachers Association (PGTA) & Pacific Grove Unified School District (PGUSD) Establishing an Early Retirement Notification Incentive (2026-27)

Recommendation

The District Administration recommends that the Board review and approve the Memorandum of Understanding (MOU) between the Pacific Grove Teachers Association (PGTA) and the Pacific Grove Unified School District (PGUSD) establishing an Early Retirement Notification Incentive for 2026-27.

Background

PGUSD proposed this MOU with PGTA to establish an early retirement notification incentive to assist the District in planning for staffing changes brought about by the retirement of PGTA unit members.

Information

This MOU establishes a \$1,500 payment to PGTA unit members who notify the District by January 15, 2027 of their intent to retire or resign from the District. The unit member departure date must be between June 1 and June 30, 2027 to ensure service through the remainder of the current school year.

Early notification benefits the District in several ways, most notably in financial planning and staffing efficiency. The implementation of this MOU gives the District a much clearer and earlier picture of its staffing needs for the following school year, allowing for more accurate and effective budget planning. Early and firm retirement notifications allow the district to start its recruitment process sooner, which is a major advantage in our competitive hiring environment. This helps secure the best candidates available.

Fiscal Impact

\$1,500 per notification. The exact impact will not be known until the January 15, 2027, deadline.

2026/27 ▾

(01) General Fund ▾

Memorandum Of Understanding
Between Pacific Grove Teachers Association (PGTA)
And Pacific Grove Unified School District (PGUSD)
September 28, 2026

The Pacific Grove Teachers Association and the Pacific Grove Unified School District agree to establish an Early Retirement Notification Incentive adhering to the following terms and conditions.

Permanent unit members who provide a resignation or retirement notice on or before January 15, 2027 will receive \$1,500. To be eligible, the unit member’s resignation or retirement date must be effective between June 1 and June 30, 2027.

The notification to the District must be in writing. The employee will receive the payment on their official day of retirement/resignation.

The Early Retirement Notification Incentive shall remain in full force and effect through June 30, 2027. The agreement will terminate at the end of the business day on June 30, 2027.

The undersigned Parties represent that they have read and understand the terms of this MOU and are authorized to execute this MOU on behalf of their principals.

Pacific Grove Teachers Association		Pacific Grove Unified School District	
Signed by: <i>Linda Adamson</i> CSB336899EB0489...	9/28/2026	Signed by: <i>Lauralea Gaona</i> 072675A0B8584C9...	9/28/2026
DocuSigned by: <i>Josua Jern</i> 5C92D734B41142C...	9/29/2026	Signed by: <i>Lauren Davis</i> 2F4866D3330D4F3...	9/28/2026
Signed by: <i>Buck Roggeman</i> 5DCC8B0A2E594AE...	9/29/2026	Signed by: <i>Margaret Anne Rice</i> 92325EBB50744D9...	9/28/2026

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Memorandum of Understanding (MOU) – California School Employees Association (CSEA) Chapter 229 & Pacific Grove Unified School District (PGUSD) – Schedule Change for Robert Down Elementary Health Assistant.

Recommendation

The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) regarding a permanent schedule change for the Health Assistant at Robert Down Elementary School to meet operational needs.

Background

In accordance with its collective bargaining agreement, PGUSD works with CSEA when making changes to employee schedules. A memorandum of understanding is required when the District or CSEA proposes a modification to employees' hours, job classification, and job consolidation.

Information

This schedule change applies to the Health Assistant position at Robert Down Elementary School. The current daily work schedule is Monday - Friday, 8:45 a.m. – 3:15 p.m. with a 30-minute duty free meal break and one 15-minute paid break. The new schedule shall be Monday, Tuesday, Wednesday, and Friday, 8:30 a.m. – 3:15 p.m., with a 30-minute duty-free meal break and two 15-minute paid breaks, and Thursday, 8:30 a.m. – 2:00 p.m., with a 30-minute duty-free meal break and two 15-minute paid breaks.

Fiscal Impact

No fiscal impact

2026/27 ▾

(None) No Fiscal Impact ▾

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PACIFIC GROVE CH. 229**

MEMORANDUM OF UNDERSTANDING

Schedule Change: Robert H. Down Elementary School

September 25, 2026

The Pacific Grove Unified School District ("District") and the California School Employees Association, and its Chapter 229 Pacific Grove ("CSEA"), collectively known as the "Parties" enter into this Memorandum of Understanding to address operational and student needs at Robert H. Down Elementary School. The Parties hereby agree to the following:

1. Employee 158486 ("Employee") holds a position in the classification of Health Assistant (PC 100611). PC 100611 is a 0.75 FTE for 180 days per year position.
2. Employee is assigned to Robert H. Down Elementary School and their established daily work schedule is Monday - Friday, 8:45 a.m. – 3:15 p.m. with a 30-minute duty free meal break and one 15-minute paid break.
3. To meet the current operational and student needs at Robert H. Down Elementary School, Employee agrees to a permanent change to their daily work schedule. The new daily work schedule shall be Monday, Tuesday, Wednesday, and Friday, 8:30 a.m. – 3:15 p.m., with a 30-minute duty-free meal break and two 15-minute paid breaks, and Thursday, 8:30 a.m. – 2:00 p.m., with a 30-minute duty-free meal break and two 15-minute paid breaks.
4. Employee's daily work schedule shall not change unless mutually agreed upon by the Parties and the Employee, in writing.

This Memorandum of Understanding is subject to Policy 610 procedure of CSEA and is subject to the grievance and arbitration sections of the Parties collective bargaining agreement.

Date complete: 9/30/2026

For the District:

Signed by: Buck Roggeman 9/30/2026
Buck Roggeman, Chief Human Resources Officer

DocuSigned by: Joshua R. Jorn 9/30/2026
Joshua R. Jorn, Assistant Superintendent/CBO

Signed by: Linda Adamson 9/30/2026
Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:

DocuSigned by: Jill Houston 9/29/2026
Jill Houston, President/Chair, Negotiations

Signed by: Nargess Akhavi 9/29/2026
Nargess Akhavi, 2nd Vice President/Negotiations

Signed by: Christine Gruber 9/29/2026
Christine Gruber, Communications Officer/ Negotiations

DocuSigned by: Greg Kelley 9/29/2026
Greg Kelley, 1st Vice President/Negotiations

DocuSigned by: Leslie Ternullo 9/29/2026
Leslie Ternullo, Past-President/Negotiations

DocuSigned by: Sarah Herrera 9/29/2026
Sarah Herrera, Labor Relations Representative

Signed by: Cindy Wagnis 9/30/2026
Employee #158486

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Gregory O'Meara
Principal, Pacific Grove High School

Item

Pacific Grove High School - Contract for Services with Hobart Sales and Service

Recommendation

The District Administration recommends that the Board review and approve the Pacific Grove High School Contract for Services with Hobart Sales and Service.

Background

This is a locally owned and operated company that services ovens and stoves as well as refrigeration. We have worked with them for many years for servicing the kitchens we have on each campus. This contract is specifically for the Culinary kitchen that we have at the Pacific Grove High School campus that is part of the CTE student culinary program that is used many times each week and whose upkeep is paramount to maintaining the quality program we already have.

Information

The first service we asked Hobart to do was basic servicing since a couple of the ovens were not maintaining temperature and needed a thorough going over. The second part is for work on the stoves that need to be repaired on each of the four ovens/stoves that are in the classroom kitchen area. This is more extensive work, is more detailed and therefore costs more. The original work is to be covered by donations and the second part is covered by the CTEIG24 grant.

Fiscal Impact

Yes - since the CTEIG 24 grant is with the district. Donations have been received and will be used to pay the first part of this contract.

2026/27 ▾

CTE Grants ▾

And CTE Culinary Donations

Program/Grant

CTEIG24 Grant - 01-6387-0-3800-5800-00-006-8524 - NTE \$2500.00

CTE Culinary Donations - 01-9006-0-3800-1000-5800-00-006-8410-0000 - \$588.75



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT Hobart Services

SITE/DEPARTMENT Pacific Grove High School /CTE

SUBMITTED BY Greg O'Meara

FUNDING SOURCE Donations and CTEIG24 Grant

AGREEMENT TOTAL AMOUNT \$3,200.00

IS THIS A PRIOR YEAR VENDOR CONTRACT?

- ☐ Yes
☒ No

If yes, did the vendor perform to the standards outlined in their prior year contract?

- ☐ Yes
☐ No (If no, explain):

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District's approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services ("Agreement") is made between the Pacific Grove Unified School District ("District") and Hobart Services ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, administrative matters or other specialized services, if those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services and/Scope of work:** The Consultant shall furnish to the District the following services herein by this reference ("Services" or "Work"): Consultant shall serve as a repair service. Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity. Services shall include but not be limited to fixing and serving the stoves in the CTE Culinary classroom..

2. **Term:** Consultant shall commence providing services under this Agreement on Date , and will diligently perform as required and complete performance by Date .

3. **Compensation:** District agrees to pay \$3,200.00 to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$3,200.00 during the term of this Agreement. District shall pay Consultant according to the following terms and conditions:

3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.

4. **Expenses:** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.

5. **Independent Consultant:** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, Social Security and income taxes with respect to Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

6. **Performance of Services:**

6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

6.2. **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

6.3. **Licenses.** Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.

7. Termination:

7.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

7.2. **Without Cause by Consultant.** Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. **With Cause by District.** The District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

7.3.1. Material violation of this Agreement by the Consultant; or

7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

8. **Compliance:** Consultant shall, at all times while providing the Services, comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies, and requirements, as well as all state executive orders and all public health orders regarding student health and safety, including but not limited to, policies and procedures related to social distancing, the use of personal protective equipment ("PPE") such as face coverings and gloves, and the sanitization of facilities to help prevent the spread of COVID-19 and other contagious diseases.

9. **District's Evaluation of Consultant:** The District may evaluate the Consultant's performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.

10. **Limitation of District Liability:** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable

to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

11. Indemnity: Consultant shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the “Claims”) directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Consultant, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees (collectively, the “Consultant Parties”) in the performance of or failure to perform Consultant’s or Consultant Parties’ obligations under this Agreement, including, but not limited to Consultant’s or Consultant Parties’ use of District sites, performance of the Services, breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Consultant or Consultant Parties under the California Fair Employment and Housing Act (“FEHA”).

12. Confidentiality: The Consultant and all Consultant’s agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

13. Notice: Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950
ATTENTION: Josh Jorn
Assistant Superintendent/CBO

Consultant

Name: Hobart Services - Rolfe Schreiner
Address: 1536 Moffett St
City/State/Zip: Salinas/CA/93905
Business Phone: (831)758-6646
Email (Optional): rolfe.schreiner@hobart.sc

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

14. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

15. **California Law:** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.

16. **Waiver:** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

17. **Severability:** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

19. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

20. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

21. **Non-Assignability:** Consultant may not, without the written permission of the District, use other consultants within Consultant's own firm, or outside experts to perform the services for the District.

22. **Fingerprinting:** When the Consultant is working directly with students, the Consultant shall not commence Services under this Agreement until the Consultant has submitted and the District has approved the following document:

- ☐ DOJ Clearance Previously Received by District
- ☐ Consultants will be fingerprinted through the District upon contract approval and prior to services rendered
- ☐ Fingerprinting done by the organization independently (declare under perjury)- Consultant's Employee(s)
- ☒ No direct contact or interaction with students

23. **W-9.** Consultant has provided a completed:

- ☒ W-9 Form

24. **Type of Business Entity:**

- ☐ Corporation, State

- ☐ Individual
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☒ Other: Family Owned - Local Business

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

Site representative or Assistant Superintendent

(Signed AFTER Board approval)

(Can sign BEFORE Board's approval)

Signature: 

Signature: 

Name: Josh Jorn

Name: 

Title: 

Date: 

Date: 

Human Resources

(Signed AFTER Board approval)

- ☒ Contracted work was not assigned using the District's normal employment recruitment process.

Signature: 

Date: 

Chief Human Resources Officer

Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Gregory O'Meara

Principal, Pacific Grove High School

Item

PGHS - Contract for Services with Dustin Parvin, Strength and Conditioning Coach (2026-27 SY)

Recommendation

The District Administration recommends that the Board review and approve the Contract for Services with Dustin Parvin, Strength and Conditioning Coach for the 2026-27 school year.

Background

Dustin Parvin is currently the JV Football coach and was chosen by the current coaches and Athletic Director because he showed a lot of enthusiasm for the job. He has the ability to help many different types of student athletes condition and strengthen and be the best they can be in their current sport. He currently has created training videos that he has shared with the students.

Information

The contract starts on September 25, 2026 and ends on May 31, 2027. Last year we had a strength and conditioning coach for the first time. This year Coach Parvin would like to expand the hours the Weight Room is open for strength training to Monday - Friday 6:30 am - 8 am and 3:45 pm - 4:30 pm. This position, just like last year's position, is funded by a grant from the Pebble Beach Company specifically so we can continue to have a strength and conditioning coach available to all of our student athletes.

Fiscal Impact

No fiscal impact to the district. A grant from Pebble Beach was secured by Dan Powers, Athletic Director and will be administered by the district.

2026/27 ▾

(01) General Fund ▾

Program/Grant

Pebble Beach Grant to the PGHS Athletics Department for a Strength and Conditioning Coach:
01-9006-0-1176-4200-5800-00-006-8700-0000



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT Dustin Parvin - Strength and Conditioning Coach

SITE/DEPARTMENT Pacific Grove High School/Athletics

SUBMITTED BY Josh Jorn

FUNDING SOURCE Pebble Beach Grant - Trainer

AGREEMENT TOTAL AMOUNT \$7,500.00

IS THIS A PRIOR YEAR VENDOR CONTRACT?

- ☐ Yes
☒ No

If yes, did the vendor perform to the standards outlined in their prior year contract?

- ☐ Yes
☐ No (If no, explain):

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District's approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services ("Agreement") is made between the Pacific Grove Unified School District ("District") and Dustin Parvin - Strength and Conditioning Coach ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, administrative matters or other specialized services, if

those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services and/Scope of work:** The Consultant shall furnish to the District the following services herein by this reference ("Services" or "Work"): Consultant shall serve as a Strength and Conditioning Coach . Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity. Services shall include but not be limited to Strength and Conditioning for the PGHS teams.

2. **Term:** Consultant shall commence providing services under this Agreement on Oct 9, 2026 , and will diligently perform as required and complete performance by May 31, 2027 .

3. **Compensation:** District agrees to pay \$7,500.00 to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$7,500.00 during the term of this Agreement. District shall pay Consultant according to the following terms and conditions: Consultant will provide timesheets and a schedule marking hours of availability in the PGHS Weight Room.

3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.

4. **Expenses:** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.

5. **Independent Consultant:** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, Social Security and income taxes with respect to Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

6. **Performance of Services:**

6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

6.2. District Approval. The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

6.3. Licenses. Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.

7. Termination:

7.1. Without Cause by District. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

7.2. Without Cause by Consultant. Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. With Cause by District. The District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

7.3.1. Material violation of this Agreement by the Consultant; or

7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

8. Compliance: Consultant shall, at all times while providing the Services, comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies, and requirements, as well as all state executive orders and all public health orders regarding student health and safety, including but not limited to, policies and procedures related to social distancing, the use of personal protective equipment ("PPE") such as face coverings and gloves, and the sanitization of facilities to help prevent the spread of COVID-19 and other contagious diseases.

9. District's Evaluation of Consultant: The District may evaluate the Consultant's performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.

10. Limitation of District Liability: Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

11. Indemnity: Consultant shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Consultant, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees (collectively, the "Consultant Parties") in the performance of or failure to perform Consultant's or Consultant Parties' obligations under this Agreement, including, but not limited to Consultant's or Consultant Parties' use of District sites, performance of the Services, breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Consultant or Consultant Parties under the California Fair Employment and Housing Act ("FEHA").

12. Confidentiality: The Consultant and all Consultant's agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

13. Notice: Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950
ATTENTION: Josh Jorn
Assistant Superintendent/CBO

Consultant

Name: Dustin Parvin - Strength and Conditioning Coach
Address: 516 Willow St
City/State/Zip: Pacific Grove/CA/93950
Business Phone: (###) ###-####
Email (Optional): jvfootball@pgusd.org

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

14. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

15. California Law: This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.

16. Waiver: The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

17. Severability: If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. Attorney Fees/Costs: Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

19. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

20. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

21. Non-Assignability: Consultant may not, without the written permission of the District, use other consultants within Consultant's own firm, or outside experts to perform the services for the District.

22. Fingerprinting: When the Consultant is working directly with students, the Consultant shall not commence Services under this Agreement until the Consultant has submitted and the District has approved the following document:

- ☒ DOJ Clearance Previously Received by District
- ☐ Consultants will be fingerprinted through the District upon contract approval and prior to services rendered
- ☐ Fingerprinting done by the organization independently (declare under perjury)-
Consultant's Employee(s)
- ☐ No direct contact or interaction with students

23. W-9. Consultant has provided a completed:

☒ W-9 Form

24. Type of Business Entity:

- ☐ Corporation, State
- ☒ Individual
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Other:

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

Site representative or Assistant Superintendent

(Signed AFTER Board approval)

(Can sign BEFORE Board's approval)

Signature:



Signature:



Name: Josh Jörn

Name:

Title:



Date:



Date:



Human Resources

(Signed AFTER Board approval)

☒ Contracted work was not assigned using the District's normal employment recruitment process.

Signature:



Chief Human Resources Officer

Date:



Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Barbara Martinez
Principal, Adult School

Item

Contract for Service Entravision Communications

Recommendation

The Administration recommends approval of the contract for services with Entravision Communications for marketing services for Pacific Grove Adult Education

Background

Pacific Grove Adult Education (PGAE), in collaboration with Entravision, is continuing an English and Spanish advertising campaign across television, radio, online ads, and public service announcements. The campaign aims to increase community awareness of the school and its services, boost enrollment, and help local students achieve their professional, academic, and personal goals.

Information

Entravision is delivering a targeted marketing campaign for Pacific Grove Adult Education that includes content creation, production, and broadcast of television, radio, and digital advertisements and public service announcements.

Key elements of the campaign include:

- **Television & Radio:** Production and programming broadcast in Spanish on local Univision and UniMás television stations as well as La Suavecita and La Tricolor radio stations, complete with Spanish voice-overs and graphics to engage Monterey County's Spanish-speaking community.
 - **Digital Advertising:** English and Spanish ads on Facebook, Instagram, and YouTube, precision-targeted by age, gender, location, time of day, device type, content preferences, and language.
 - **Landing Page Maintenance:** Ongoing updates and maintenance of the dedicated online landing page, which features Pacific Grove Adult Education's location, contact details, programs, services, and a direct link to its website.
 - **Performance Tracking & Enrollment Outcomes:** Delivery of measurable campaign reporting on digital interactions, along with tracking increases in enrollment driven by digital searches and ad queries.
-

Fiscal Impact \$15,000.00

2026/27 ▾

(11) Adult Education ▾



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT Entravision Communications

SITE/DEPARTMENT Pacific Grove Adult Education

SUBMITTED BY Barbara Martinez, Principal

FUNDING SOURCE Fund 11

AGREEMENT TOTAL AMOUNT \$15,000

IS THIS A PRIOR YEAR VENDOR CONTRACT?

- ☒ Yes
☐ No

If yes, did the vendor perform to the standards outlined in their prior year contract?

- ☒ Yes
☐ No (If no, explain):

--

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District's approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services ("Agreement") is made between the Pacific Grove Unified School District ("District") and Entravision Communications ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, administrative matters or other specialized services, if

those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services and/Scope of work:** The Consultant shall furnish to the District the following services herein by this reference ("Services" or "Work"): Consultant shall serve as a Marketing Consultant. Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity. Services shall include but not be limited to promotion of Adult Education programs and services through advertising via TV, Radio, and Digital Media, reaching Pacific Grove and communities within a 10-15 mile radius. Television/Radio: Includes programming as well as all commercial production, which includes graphics and voice-overs. Digital: Facebook & Instagram Ads, which are targeted by age, gender, location, time of day, device, content, and language. All digital production elements will be produced in both Spanish and English; appropriate targeting by language will be implemented. Campaign will consist of two "flights" - 10/09/26-11/04/26 and 11/05/26-12/05/26. Impact data will be collected by Consultant and reported to PGAE..

2. **Term:** Consultant shall commence providing services under this Agreement on Oct 9, 2026 , and will diligently perform as required and complete performance by Dec 5, 2026 .

3. **Compensation:** District agrees to pay \$15,000 to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$15,000 during the term of this Agreement. District shall pay Consultant according to the following terms and conditions:

3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.

4. **Expenses:** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.

5. **Independent Consultant:** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, Social Security and income taxes with respect to Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

6. **Performance of Services:**

6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

6.2. **District Approval.** The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

6.3. **Licenses.** Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.

7. Termination:

7.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

7.2. **Without Cause by Consultant.** Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. **With Cause by District.** The District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

7.3.1. Material violation of this Agreement by the Consultant; or

7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

8. **Compliance:** Consultant shall, at all times while providing the Services, comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies, and requirements, as well as all state executive orders and all public health orders regarding student health and safety, including but not limited to, policies and procedures related to social distancing, the

use of personal protective equipment ("PPE") such as face coverings and gloves, and the sanitization of facilities to help prevent the spread of COVID-19 and other contagious diseases.

9. District's Evaluation of Consultant: The District may evaluate the Consultant's performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.

10. Limitation of District Liability: Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

11. Indemnity: Consultant shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Consultant, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees (collectively, the "Consultant Parties") in the performance of or failure to perform Consultant's or Consultant Parties' obligations under this Agreement, including, but not limited to Consultant's or Consultant Parties' use of District sites, performance of the Services, breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Consultant or Consultant Parties under the California Fair Employment and Housing Act ("FEHA").

12. Confidentiality: The Consultant and all Consultant's agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

13. Notice: Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Pacific Grove Unified School District
435 Hillcrest Avenue

Consultant

Name: Entravision Communications
Address: 2425 Olympic Blvd

Pacific Grove, CA 93950

City/State/Zip: Santa Monica CA 90404

ATTENTION: Josh Jorn

Business Phone: 831-402-3123

Assistant Superintendent/CBO

Email (Optional): sstade@entravision.com

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

14. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

15. California Law: This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.

16. Waiver: The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

17. Severability: If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. Attorney Fees/Costs: Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

19. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

20. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

21. Non-Assignability: Consultant may not, without the written permission of the District, use other consultants within Consultant's own firm, or outside experts to perform the services for the District.

22. Fingerprinting: When the Consultant is working directly with students, the Consultant shall not commence Services under this Agreement until the Consultant has submitted and the District has approved the following document:

- ☐ DOJ Clearance Previously Received by District
- ☐ Consultants will be fingerprinted through the District upon contract approval and prior to services rendered

- ☐ Fingerprinting done by the organization independently (declare under perjury)-
Consultant's Employee(s)
- ☒ No direct contact or interaction with students

23. **W-9.** Consultant has provided a completed:

- ☒ W-9 Form

24. **Type of Business Entity:**

- ☒ Corporation, State
- ☐ Individual
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Other:

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

Site representative or Assistant Superintendent

(Signed AFTER Board approval)

(Can sign BEFORE Board's approval)

Signature: 

Signature: 

Name: Barbara Martinez, Principal

Name:



Title: 

Date: 

Date: 

Human Resources

(Signed AFTER Board approval)

- ☐ Contracted work was not assigned using the District's normal employment recruitment process.

Signature:



Chief Human Resources Officer

Date:



Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Yolanda Cork-Anthony
Executive Director of Student Services

Item

Contract for Services with Sharon Neumann Solow, American Sign Language Interpreter (2026-27 SY)

Recommendation

The District Administration recommends that the Board review and approve the Contract for Services with Sharon Neumann Solow MA, CSC, SCL, for American Sign Language interpretation for students and families as needed.

Background

PGUSD will maintain compliance with the Americans with Disabilities Act by providing the needed support and access for individuals who require sign language interpretation services.

Information

Sharon Neumann Solow (SNS Interpreting) will provide sign language interpretation services as needed for IEP meetings, teacher conferences and school events.

Fiscal Impact

\$3000 Total Budgeted \$250 an hour, not to exceed 12 hours

2026/27 ▾

(01) General Fund ▾

Program/Grant

Special Education, resource code: 6500



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT**

CONSULTANT Sharon Neumann Solow, MA, CSC, SC:L

SITE/DEPARTMENT Student Services and Special Education

SUBMITTED BY Yolanda Cork-Anthony, Executive Director of Student Services/Special Education

FUNDING SOURCE Special Education General Fund

AGREEMENT TOTAL AMOUNT \$3,000 (\$150/hour)

IS THIS A PRIOR YEAR VENDOR CONTRACT?

- ☒ Yes
☐ No

If yes, did the vendor perform to the standards outlined in their prior year contract?

- ☒ Yes
☐ No (If no, explain):

The District employee providing the attached Independent Consultant Agreement to the person or entity who will be providing special services to the District should first do the following:

1. Provide only the Pacific Grove Unified School District's approved Independent Consultant Agreement. The Independent Consultant Agreement should be completed in lieu of signing any vendor contract for services.
2. Review the insurance requirements for the person or entity and revise the insurance provisions of the agreement accordingly.
3. Review the forms under Section 20 and determine which of those documents should be attached to the agreement.

This Independent Consultant Agreement for Special Services ("Agreement") is made between the Pacific Grove Unified School District ("District") and Sharon Neumann Solow, MA, CSC, SC:L ("Consultant") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, transportation, administrative matters or other specialized services, if

those persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of those services and/or advice; and

WHEREAS, the Consultant is specially trained and experienced and competent to perform the services required by the District, and those services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services and/Scope of work:** The Consultant shall furnish to the District the following services herein by this reference ("Services" or "Work"): Consultant shall serve as a Sign Language Interpreter. . Consultant shall use their specialized experience and skills to organize, maintain to serve in this capacity. Services shall include but not be limited to sign language interpretation services as needed for IEP meetings, teacher conferences or school events.

2. **Term:** Consultant shall commence providing services under this Agreement on Oct 1, 2026 , and will diligently perform as required and complete performance by Jun 30, 2027 .

3. **Compensation:** District agrees to pay \$3,000 (\$150/hour) to Consultant for Services satisfactorily rendered pursuant to this Agreement. This is not to exceed \$3,000 (\$150/hour) during the term of this Agreement. District shall pay Consultant according to the following terms and conditions:

3.1. Payment for the Services shall be made for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed.

4. **Expenses:** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Services for District.

5. **Independent Consultant:** Consultant, in the performance of this Agreement, shall be and act as an Independent Consultant. Consultant understands and agrees that he/she shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, Social Security and income taxes with respect to Consultant. In the performance of the Services herein contemplated, Consultant is an independent Consultant or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

6. **Performance of Services:**

6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California school districts.

6.2. District Approval. The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

6.3. Licenses. Consultant's represents that s/he possesses all required licenses to perform the Services provided in this Agreement.

7. Termination:

7.1. Without Cause by District. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

7.2. Without Cause by Consultant. Consultant may, upon thirty (30) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. With Cause by District. The District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

7.3.1. Material violation of this Agreement by the Consultant; or

7.3.2. Any act by Consultant exposing the District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the services pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

8. Compliance: Consultant shall, at all times while providing the Services, comply with all federal, state, local and District laws, statutes, codes, ordinances, rules, regulations, policies, and requirements, as well as all state executive orders and all public health orders regarding student health and safety, including but not limited to, policies and procedures related to social distancing, the use of personal protective equipment ("PPE") such as face coverings and gloves, and the sanitization of facilities to help prevent the spread of COVID-19 and other contagious diseases.

9. District's Evaluation of Consultant: The District may evaluate the Consultant's performance. In no event shall an evaluation of Consultant be considered a prerequisite to the District exercising its rights under paragraph 7 above.

10. Limitation of District Liability: Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable to Consultant, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

11. Indemnity: Consultant shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Consultant, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees (collectively, the "Consultant Parties") in the performance of or failure to perform Consultant's or Consultant Parties' obligations under this Agreement, including, but not limited to Consultant's or Consultant Parties' use of District sites, performance of the Services, breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Consultant or Consultant Parties under the California Fair Employment and Housing Act ("FEHA").

12. Confidentiality: The Consultant and all Consultant's agents, personnel, employee(s), and/or Sub-consultant(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

13. Notice: Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950
ATTENTION: Josh Jorn
Assistant Superintendent/CBO

Consultant

Name: Sharon Neumann Solow, MA, CSC, SC:L
Address: [1184 Arroyo Dr](#)
City/State/Zip: Pebble Beach, CA 93953
Business Phone: 831-224-4559
Email (Optional): SNSBear@gmail.com

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

14. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

15. California Law: This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Monterey County, California.

16. Waiver: The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

17. Severability: If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. Attorney Fees/Costs: Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

19. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

20. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

21. Non-Assignability: Consultant may not, without the written permission of the District, use other consultants within Consultant's own firm, or outside experts to perform the services for the District.

22. Fingerprinting: When the Consultant is working directly with students, the Consultant shall not commence Services under this Agreement until the Consultant has submitted and the District has approved the following document:

- ☐ DOJ Clearance Previously Received by District
- ☐ Consultants will be fingerprinted through the District upon contract approval and prior to services rendered
- ☐ Fingerprinting done by the organization independently (declare under perjury)-
Consultant's Employee(s)
- ☒ No direct contact or interaction with students

23. W-9. Consultant has provided a completed:

☒ W-9 Form

24. Type of Business Entity:

- ☐ Corporation, State
- ☒ Individual
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Other:

**Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.*

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Pacific Grove Unified School District

Consultant

Site representative or Assistant Superintendent

(Signed AFTER Board approval)

(Can sign BEFORE Board's approval)

Signature:



Signature:



Name: Yolanda Cork-Anthony, Executive Director of Student Services/Special Education

Name:



Title:



Date:



Date:



Human Resources

(Signed AFTER Board approval)

☐ Contracted work was not assigned using the District's normal employment recruitment process.

Signature:



Chief Human Resources Officer

Date:



Board Cover Sheet

Consent ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Approval – CSBA Board Policy Updates – May 2026

Recommendation

The District Administration recommends that the Board approve the Board Policy, Administrative Regulation, and Board Bylaw updates recently reviewed by the Board Policy Committee on August 18, 2026.

Background

The Board Policy Committee, chaired by Trustees Jennifer McNary and Beth Shammass, serves as the primary oversight body for ensuring the District's governing documents remain current and legally compliant. Through regular collaboration with District administrators, the Committee evaluates policy revisions sourced from the California School Boards Association (CSBA) alongside localized updates initiated by staff or the Board. The specific updates presented today have undergone a preliminary informational review by the Committee and are now submitted to the full Board for final deliberation and adoption.

To maintain this regulatory alignment, the District utilizes CSBA's GAMUT Policy Plus system, which issues quarterly "policy update packets" in February, May, September, and December. These bundles, supplemented by "special packets" for urgent legislative mandates, reflect the latest changes in state and federal law. By leveraging these resources and the accompanying CSBA guide sheets, the Committee identifies necessary modifications and drafts refined language that balances legal requirements with the unique needs of our District.

Consistent adherence to this review cycle is essential for maintaining an accurate and legally defensible policy manual. In alignment with CSBA recommendations, the District has established a formalized process for processing these updates to prevent administrative backlog and ensure that school operations are guided by the most current governance standards. Final approval of these items tonight ensures our local policies reflect the most recent statutory developments and best practices in school board governance.

Information

The Board Policy Committee reviewed updates from the California School Boards Association (CSBA) most recently released packet and other updates requested by the Board and recommended by Administration.

PGUSD policies can be accessed via the [PGUSD website](#).

Fiscal Impact

N/A

2026/27 ▾

(None) No Fiscal Impact

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

District Name: Pacific Grove Unified School District (PGUSD)

Contact Name: Carey O'Sullivan

Phone: (831) 646-6510

Email: cosullivan@pgusd.org

INFORMATION ITEM/INTRODUCTION DATE: September 10, 2026

ACTION ITEM/ADOPTION DATE: October 8, 2026

POLICY	TITLE	ASSIGNED STAFF	OPTIONS/ BLANKS/ RECOMMENDATION(S) (STAFF)	MANDATE D/Conditio nally Mandated	ENTE RED/ UPDA TED (EA)	PAGE
February 2026						
BP 1240	Volunteer Assistance	Buck Roggeman	Adopt as amended. Pertains to nondiscrimination & mandated reporter training	Mandated		1
AR 1240	Volunteer Assistance	Buck Roggeman	Adopt as amended	Mandated		9
Regulation 1312.4	Williams Uniform Complaint Process	Linda Adamson	Adopt as amended	Mandated		18
Exhibit 1312.4-E(1)	Williams Uniform Complaint Process	Linda Adamson	Adopt as amended	Mandated		28
Exhibit 1312.4-E(2)	Williams Uniform Complaint Process	Linda Adamson	Adopt as amended	Mandated		33
Policy 2110	Superintendent Responsibilities and Duties	Linda Adamson	Adopt as amended	Mandated		41
AR 3517	Facilities Inspection	Josh Jorn / Jon Anderson	Adopt as Amended to include new language for gender neutral restroom identification and excludes TK/K classrooms (Title V)			44
Exhibit 3517-E(1)	Facilities Inspection	Josh Jorn / Jon Anderson	Adopt as Amended include Director of MOT information on Exhibit			51
Exhibit	Facilities Inspection	Josh Jorn /	Adopt as Amended			54

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

3517-E(2)		Jon Anderson	include Director of MOT information on Exhibit			
BP 4100	Certificated Personnel	Buck Roggeman	Adopt as amended. PD and responsibilities			58
BP 4111	Recruitment and Selection	Buck Roggeman	Adopt as amended			60
AR 4112	Appointment and Conditions of Employment	Buck Roggeman	Adopt as amended: For staff to consider: Do we want to add to the AR 4119.24 and specifically list the presentations we are giving to staff related to our current boundaries presentations.			68
AR 4112.5	Criminal Record Check	Buck Roggeman	Adopt as amended Prevents hire in public role for 5 years for bribe, etc			74
Exhibit 4112.5-E(1)	Criminal Record Check	Buck Roggeman	Adopt as amended - Pertains to person conducting bg checks			85
AR 4212.6	Personnel Files	Buck Roggeman	Adopt as amended			92
AR 4212.9	Employee Notifications	Buck Roggeman	Adopt as amended.			103
Exhibit 4212.9-E(1)	Employee Notifications	Buck Roggeman	Adopt as amended. Updated - new law requiring notification of immigration enforcement			111
BP 4200	Classified Personnel	Buck Roggeman	Adopt as amended			131
AR 4200	Classified Personnel	Buck Roggeman	Adopt as amended (Non-merit system options) - Option 1			135
AR 4211	Recruitment and Selection	Buck Roggeman	Adopt as amended			139
AR 4212	Appointment and Conditions of Employment	Buck Roggeman	Adopt as amended			147

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

AR 4212.5	Criminal Record Check	Buck Roggeman	Adopt as amended			153
Exhibit 4212.5-E(1)	Criminal Record Check	Buck Roggeman	Adopt as amended			164
AR 4212.6	Personnel Files	Buck Roggeman	Adopt as amended			171
BP 4212.9	Employee Notifications	Buck Roggeman	Adopt as amended			182
Exhibit 4212.9-E(1)	Employee Notifications	Buck Roggeman	Adopt as amended			190
BP 4300	Administrative and Supervisory Personnel	Buck Roggeman	Adopt as amended			210
AR 4300	Administrative and Supervisory Personnel	Buck Roggeman	Adopt as amended			214
BP 4311	Recruitment and Selection	Buck Roggeman	Adopt as amended			217
AR 4312.5	Criminal Record Check	Buck Roggeman	Adopt as amended			225
Exhibit 4312.5-E(1)	Criminal Record Check	Buck Roggeman	Adopt as amended			236
AR 4312.6	Personnel Files	Buck Roggeman	Adopt as amended			243
BP 4312.9	Employee Notifications	Buck Roggeman	Adopt as amended			254
Exhibit 4312.9-E(1)	Employee Notifications	Buck Roggeman	Adopt as amended			262
BP 5131.4	Student Disturbances	Yolanda Cork-Anthony	Bring back for next policy update(March/April?). This policy requires each site comprehensive safety plan to include language from this board policy		NO	282
AR 5131.4	Student Disturbances	Yolanda Cork-Anthony	Same as BP 5134.4		N C	287

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

BP 5141.4	Child Abuse Prevention and Reporting	Yolanda Cork-Anthony	Adopt as amended - do not include language related to instruction. (p. 304 see Yolanda) Note trustees are now considered mandated reporters and required to complete annual training. -carey check with Yolanda	Mandated		293
AR 5141.4	Child Abuse Prevention and Reporting	Yolanda Cork-Anthony	Adopt as amended - language change “may” to “shall”	Mandated		301
BP 5141.7	Sun Safety	Barb Martinez / Josh Jorn	Remove Policy Agreed	DELETE POLICY		315
BP 5141.75	Weather Safety	Barb Martinez / Josh Jorn	Update as presented Agreed	Mandated		319
BP 5142	Safety	Barb Martinez / Josh Jorn	Update as presented, includes safe use of tech, safe environments for educational settings, and appropriate boundaries	Mandated		325
AR 5142	Safety	Barb Martinez / Josh Jorn	Update as amended, adds language to cover the Trevor Projects Suicide Hotline (SHP meets the requirements) and adds Ebike safety language			335
BP 5145.6	Parent/Guardian Notifications	Josh Jorn / Linda Adamson	Update as amended			349
Exhibit 5145.6 - E(1)	Parent/Guardian Notifications	Josh Jorn / Linda Adamson	Update as amended			365/ (366)
BP 5148	Child Care and Development	Larry Haggquist	Adopt as amended	Mandated		404 (405)
AR 5148	Child Care and Development	Larry Haggquist	Adopt as amended			419 (420)
BP 5148.3	Preschool/Early Childhood	Larry Haggquist	Adopt as amended - Larry to work with Louis	Mandated		445 (466)

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

	Education		to post the required website.			
AR 5148.3	Preschool/Early Childhood Education	Larry Haggquist	Adopt as amended	Mandated		462 (463)
BP 7110	Facilities Master Plan	Josh Jorn	Updates all tied to Prop 2 Participation from LEA's (Update as amended)			487 (488)
Bylaw 9200	Limits of Board Member Authority	Linda Adamson	Adopt as amended - update in trustee binders - review copies of 9000 bylaws - only 9200			496 (497)
Additional Policies						
BP 1330	Facility Use - Policy and Form (Beth)	Josh Jorn	Discuss updates requested by Trustees 1330 Model Policy			
AR 1330	Facility Use - Policy and Form (Beth)	Josh Jorn	Discuss updates requested by Trustees. Josh to work with Facilitron to include copy of AR and acknowledgement of receipt/understanding. In addition - staff to work on a separate SOP outlining specific regulations for use of facilities (to include regulations specific to all locations - field versus PAC, for ex). Items to include - no bikes on field, no dogs, use of PA system on field - input already preset - must use that sound system - no other speakers permitted (some events have it louder than others). Ensuring we have signs posted: no dogs, no ebikes, etc.			

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

AR 3100	Board Norm to guide use of one-time funds	Josh Jorn	Draft AR 3100 (Recommendation to add following discussion with Committee and Board) Agreement from committee to adopt as presented. Only suggestion: under accountability - instead of stating periodically - Josh to refine that language			
AR 4131.7	Professional Growth Review Board	Buck Roggeman	This was missing in our List of BPs and ARs - referenced in the CBA. Amend as proposed - reinstate this portion.	Include in info/discussion -NO consent		
BP 5142.2 Proposed E-bike AR language	Safe Routes to School	Barb Martinez / Josh Jorn	Review Proposed E-bike draft AR language DRAFT AND any proposed changes necessary to BP?			
BP 6146.1	High School Graduation Requirements	Larry Haggquist	Draft language Question: Barb asked: Is there an opportunity for students to take intro to statistics? MPC asks this. Larry to research			
BP 6163.2	Animals on Campus Policy	Josh Jorn / Yolanda Cork-Anthony	Discussion - no changes to current policy			
AR 6163.2	Animals on Campus Policy	Josh Jorn / Yolanda Cork-Anthony	Discussion - no changes to current policy			
Policies for Future Policy Meetings						
BP 5131.4	Student Disturbances	Yolanda Cork-Anthony	Bring back for a future policy meeting - March/April 2027 update. This policy requires each site comprehensive safety plan to include language from this board policy			282

CSBA UPDATE CHECKLIST – (May CSBA Updates) August 2026

AR 5131.4	Student Disturbances	Yolanda Cork-Anthony	Same as BP 5134.4			287
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Google Drive Folder:  2026-27 School Year

 CSBA Redline Policies - May 2026 (for August).pdf

 Guidesheet - May 2026.pdf

 Additional Policies

Board Cover Sheet

Public Hearing ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Public Hearing of the Pacific Grove Teachers Association Initial Proposal (Sunshine List) for 2026-2027

Recommendation

The administration recommends that the Board hold a public hearing regarding the initial proposal (sunshine list) for the 2026-2027 Pacific Grove Teachers Association negotiations.

Background

This public hearing is held annually prior to entering into negotiations with the Pacific Grove Unified School District.

Information

Based on Government Code 3547, Section A, the Pacific Grove Teachers Association presents ("sunshines") the following bargaining proposals/topics for inclusion in the contract negotiations with Pacific Grove Unified School District for the 2026-2027 school year. The public hearing will provide an opportunity for the community to comment on the following:

In addition to Article II - Wages and Article III - Benefits, PGTA wishes to open the following articles,

Item 1. Article I - The Agreement

Item 2. Article VIII - Hours of Employment

Item 3. Article XI - Safety Conditions

Item 2. Article XII - Class Size

Proposal to add an exhibit that addresses emergency medical protocols.

Fiscal Impact

To be assessed during negotiations

2026/27 ▾

Select Fund ▾

Program/Grant



Pacific Grove Teachers Association (PGTA)

Sunshine List 2026-2027

September 28, 2026

To PGUSD School Board Members:

In addition to Articles II and III, Wages and Benefits, of the Master Contract Agreement, Pacific Grove Teachers' Association wishes to renegotiate the following articles of our contract:

Article I. The Agreement

Article VII. Hours of Employment

Article XI. Safety Conditions

Article XII. Class Size

Please contact us at ldavis@pgusd.org or mrice@pgusd.org if you have any questions.

Sincerely,

Lauren Davis Margaret Rice

Lauren Davis and Margaret Rice
PGTA Negotiations Team

Board Cover Sheet

Public Hearing ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Public Hearing of Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Initial Proposals - 2026-2027.

Recommendation

The District recommends that the Board hold a public hearing for the initial proposals for 2026-2027 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

Background

This public hearing is held annually prior to entering into negotiations with the Pacific Grove Teachers Association.

Information

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents ("sunshines") the following initial bargaining proposals/topics for inclusion in the contract negotiations with Pacific Grove Teachers Association for the 2026-2027 school year.

Item 1. Article II - Wages

Item 2. Article III - Unit Member Benefits

Item 3. Article VIII - Hours of Employment

Item 4. Exhibit 41 - Stipend List

Fiscal Impact

To be determined based on negotiated settlement.

2026/27 ▾

Select Fund ▾



PGUSD Initial Proposal for negotiation with the Pacific Grove Teachers Association 2026-2027

For the 2026-2027 fiscal year, the Pacific Grove Unified School District proposes to open for negotiation the following sections of the collective bargaining agreement with the Pacific Grove Teachers Association:

Item 1. Section II. Wages

Item 2. Section III. Employee Benefits

Item 3. Section VII. Holidays

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Linda Adamson

Item

The Pacific Grove Teachers Association Initial Proposal (Sunshine List) for 2026-2027

Recommendation

The administration recommends that the Board approve and accept the initial proposal (sunshine list) for the 2026-2027 Pacific Grove Teachers Association negotiations.

Background

PGTA annually submits an initial proposal (sunshine list) prior to entering into negotiations with the Pacific Grove Unified School District.

Information

Based on Government Code 3547, Section A, the Pacific Grove Teachers Association presents ("sunshines") the following bargaining proposals/topics for inclusion in the contract negotiations with Pacific Grove Unified School District for the 2026-2027 school year.

In addition to Article II - Wages and Article III - Benefits, PGTA wishes to open the following articles:

Item 1. Article I - The Agreement

Item 2. Article VIII - Hours of Employment

Item 3. Article XI - Safety Conditions

Item 2. Article XII - Class Size

Proposal to add an exhibit that addresses emergency medical protocols.

Fiscal Impact

To be assessed during negotiations

2026/27 ▾

Select Fund ▾

Program/Grant



Pacific Grove Teachers Association (PGTA)

Sunshine List 2026-2027

September 28, 2026

To PGUSD School Board Members:

In addition to Articles II and III, Wages and Benefits, of the Master Contract Agreement, Pacific Grove Teachers' Association wishes to renegotiate the following articles of our contract:

Article I. The Agreement

Article VII. Hours of Employment

Article XI. Safety Conditions

Article XII. Class Size

Please contact us at ldavis@pgusd.org or mrice@pgusd.org if you have any questions.

Sincerely,

Lauren Davis Margaret Rice

Lauren Davis and Margaret Rice
PGTA Negotiations Team

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Initial Proposals - 2026-2027.

Recommendation

The District recommends that the Board approve the initial proposals for 2026-2027 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations.

Background

The Board's approval of this initial proposal is required prior to entering into negotiations with the Pacific Grove Teachers Association.

Information

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents ("sunshines") the following initial bargaining proposals/topics for inclusion in the contract negotiations with Pacific Grove Teachers Association for the 2026-2027 school year.

Item 1. Article II - Wages

Item 2. Article III - Unit Member Benefits

Item 3. Article VIII - Hours of Employment

Item 4. Exhibit 41 - Stipend List

Fiscal Impact

To be determined based on negotiated settlement.

2026/27 ▾

Select Fund ▾



PGUSD Initial Proposal for negotiation with the Pacific Grove Teachers Association 2026-2027

For the 2026-2027 fiscal year, the Pacific Grove Unified School District proposes to open for negotiation the following sections of the collective bargaining agreement with the Pacific Grove Teachers Association:

Item 1. Section II. Wages

Item 2. Section III. Employee Benefits

Item 3. Section VII. Holidays

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

The California School Employees Association (CSEA) Chapter 229 and Pacific Grove Unified School District Classification and Compensation Study Cycle 1 Implementation Agreement.

Recommendation

The District Administration recommends that the Board approve the California School Employees Association Chapter 229 and Pacific Grove Unified School District Classification and Compensation Study Cycle 1 Implementation Agreement.

Background

CSEA and PGUSD negotiated a classification and compensation study process that commenced in 2025-2026. This agreement includes the adoption of new job descriptions for reclassified positions, the elimination of classifications, and compensation adjustments that meet the contractual parameters.

Information

The Classification and Compensation Study procedure is found in section 2.11 of the CSEA-PGUSD collective bargaining agreement. Beginning in 2025-2026, CSEA and the District will review all of the bargaining unit positions over the course of four cycles. Cycle 1 studied the Clerical, Accounting, and Food Service families. The Classification and Compensation Study Cycle 1 Agreement includes the following exhibits:

- Exhibit A which shows the current pay range and new pay range for the positions studied
- Exhibit B which shows the new job descriptions for the positions studied
- Exhibit C which shows the eliminated classifications

In accordance with the contract, this agreement is retroactive to July 1, 2025.

Fiscal Impact

Total \$285,296 (FY25/26 & 26/27)

2026/27 ▾

General Fund: \$199,684 (inc stat benefits)

Adult Education \$8,199 (inc. stat benefits)

Cafeteria Fund: \$67,355 (inc stat benefits)

Building Fund: \$10,058 (inc stat benefits)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PACIFIC GROVE CH. 229**

**TENTATIVE AGREEMENT
Classification and Compensation Study: Cycle 1**

September 28, 2026

The Pacific Grove Unified School District ("District") and the California School Employees Association, and its Pacific Grove Chapter 229 ("CSEA"), together known as the "Parties," hereby agree to the following terms for the implementation of Cycle 1 of the Classification and Compensation Study.

1. Overall Implementation

- 1.1 The Classification and Compensation Study ("Study") was conducted following the negotiated process outlined in Article 2.11 of the Parties' collective bargaining agreement which is inclusive of a shared understanding of terminology and study processes.
- 1.2 Exhibit A, attached hereto, lists each classified bargaining unit member ("unit member") in Cycle 1, their current and new classification, salary range, and implementation of any reallocations.
- 1.3 The agreement shall be effective on and retroactive to July 1, 2025.

2. Reclassifications

Revised and new job descriptions recommended by the joint Classification and Compensation Study Committee are agreed to by the Parties and shall be adopted. Job descriptions are attached hereto as Exhibit B.

3. Reallocations

Unit members shall be placed on the Classified Salary Schedule on the Range of the new agreed-to classification. Movement from their current salary Step to a Step on the new salary Range is calculated based on the unit member's hourly wage as of July 1, 2025 (excluding longevity, professional growth or other add-ons), to the Step that renders a minimum of a two-and-a-half percent (2.5%) increase or Step F when Step F of the assigned Range is less than a two-and-a-half percent (2.5%) increase. The exception is when the hourly wage calculation is less than \$0.05 per hour above a Salary Step, the unit member will not move to the higher Step. All unit members shall move forward (step movement) on the salary schedule based on their anniversary date in the original classification. Salary reallocations, as indicated in the implementation chart attached hereto as Exhibit A, shall be adopted and effective on July 1, 2025.

- 3.1 Longevity and other appropriate incentives shall then be applied in accordance with the Parties' collective bargaining agreement.
- 3.2 Retroactive compensation for the 2025-2026 fiscal year shall be paid in full within 90 days of ratification by CSEA and approved by the Board of Trustees.
- 3.3 Any unit members in an affected classification who retired on or after July 1, 2025, shall receive their retroactive payment and have their CalPERS record updated to reflect the reclassification and reallocation.

- 3.4 The District shall provide CSEA with a full accounting of the retroactive compensation payments 30 days before providing payment to classified employees.

4. Updates in Classification Family

The new classification of “Program Accounts Specialist” shall be placed in the Accounting Family as a result of combining the positions of “Account Clerk I” and “Administrative Assistant II” assigned to the Pacific Grove High School into a single, new classification.

The Food Service Family shall be renamed to School Nutrition Services Family.

5. Seniority for Reclassified Employees

- 5.1 All time worked in the current classifications by any unit member shall be counted toward the new classifications for the purposes of seniority and bumping rights.

For example:

- A Clerk III with a 2015 hire date who is reclassified to Enrollment Specialist would retain their 2015 hire date in the new classification.
- A unit member who holds previous seniority in the classification of Food Service II with a hire date of 2021 but is not currently working in this classification shall carry that seniority forward to the School Nutrition Specialist classification with a hire date of 2021.

- 5.2 Unit members who hold previous seniority in the classification of Clerk III shall have all of their time worked in that classification carried forward to the new classification of Office Technician.

- 5.3 The seniority list shall be updated to reflect all classification changes.

6. Work Year

The work year for the Program Accounts Specialist shall be established as 11 months per year (225 workdays plus 13 holidays). The work year shall remain unchanged for all other classifications unless mutually agreed upon, in writing, by the Parties.

The work year for the School Office Coordinators shall be established as 11-months per year (225 workdays plus 13 holidays) at the elementary, middle, and high school worksites. The work year for the School Office Coordinator at the Pacific Grove Adult School shall remain at 11.5 months per year. The work year shall remain unchanged for all other classifications unless mutually agreed upon, in writing, by the Parties.

7. New Minimum Requirements

Unit members whose positions are reclassified and/or whose job descriptions are revised shall not be subject to any new minimum requirements or qualifications, with the exception of first aid and/or CPR and/or ServSafe certification(s).

Unit members with a revised or new job description that requires first aid and/or CPR and/or ServSafe certification(s) shall have until March 1, 2027, to become trained and certified. The District shall provide at least one first aid and CPR training prior to February 1, 2027. The Director of Nutrition Services shall make arrangements for School Nutrition unit members to utilize District resources for training and certification for ServSafe.

8. Probation

Affected unit members shall not serve a new probationary period in their new classification. Unit members who are completing their initial or promotional probationary period in the current classification shall complete the probationary period in the new classification.

9. Classification Eliminations

As a result of the implementation of the Study, the classifications listed in Exhibit C shall be eliminated. Appendix A of the Parties' collective bargaining agreement shall be revised to reflect these eliminations and the addition of all new classifications. The District's website shall be updated to reflect the classifications listed in Appendix A and eliminated job classifications shall no longer be posted.

10. Changes in Management

In the event that a management job title or the scope of work of a management position changes, that change shall not prompt an automatic change in a bargaining unit classification, title, or scope of work that reports to or supports that manager. If the District determines that the job description of a classified position must be changed as a result of a change in management as described in this paragraph, the District shall notify CSEA prior to implementing the change and CSEA shall have the opportunity to negotiate the decision. This paragraph shall also apply to any change of program or certificated staffing in school libraries.

11. Grievances

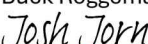
Recommendations by and decisions of the Committee and agreements of the negotiating teams shall not be grievable. However, violations of the Study procedures or of the implementation of the Agreement contained herein are grievable.

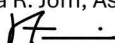
This Agreement is subject to ratification by CSEA, adoption by the District's Board of Trustees and is subject to the grievance section of the Parties' collective bargaining agreement.

Date Signed: 09/29/2026

For the District:


Buck Roggeman (Sep 29, 2026 12:38:09 PDT)
Buck Roggeman, Chief Human Resources Officer


Josh Jorn (Sep 29, 2026 12:49:19 PDT)
Joshua R. Jorn, Assistant Superintendent/CBO


Jason Tovani (Sep 29, 2026 13:19:28 PDT)
Jason Tovani, Assistant Principal, PGMS


Dr. Linda Adamson (Sep 29, 2026 13:51:26 PDT)
Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:

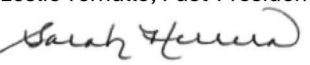

Jill Houston (Sep 29, 2026 12:37:19 PDT)
Jill Houston, President/Chair, Negotiations


Nargess Akhavi (Sep 29, 2026 13:13:41 PDT)
Nargess Akhavi, 2nd Vice President/Negotiations


Christine Gruber (Sep 29, 2026 13:03:11 PDT)
Christine Gruber, Communications Officer/ Negotiations


Greg Kelley (Sep 29, 2026 15:53:27 PDT)
Greg Kelley, 1st Vice President/Negotiations


Leslie Ternullo (Sep 29, 2026 13:00:17 PDT)
Leslie Ternullo, Past-President/Negotiations


Sarah Herrera, Labor Relations Representative

Tentative Agreement

CSEA-PGUSD
Classification and Compensation Study Cycle 1

September 28, 2026

EXHIBIT A

Implementation Chart

EXHIBIT A

Last Name	First Name	Current Classification	Current Range	Step as of July 1, 2025 or Date of Hire		Hire Date in Class	New Classification	New Range	New Step July 1, 2025**		Current Step as of September 23, 2026	
Ternullo	Leslie	Administrative Specialist - Curriculum	40	F	\$39.33	8/8/07	Administrative Specialist - Educational Services	48	C	\$41.37	E	\$46.52
Alvarez-Leijssen	Petrie	Administrative Specialist - Special Education and Student Services	40	E	\$37.38	7/16/25	Administrative Specialist - Student Services	48	B	39.32	C	\$42.20
Frusetta	Megan	Account Clerk III	39	D	\$34.72	8/11/25	Accounts Payable Specialist	47	A	\$36.44	B	\$39.10
Padula	Michelle	Administrative Specialist - MOT	40	C	\$33.95	12/3/24	Administrative Specialist - Facilities and Transportation	45	B	\$36.44	C	\$38.35
Atofau	Apelila	Administrative Assistant IV	39	F	\$38.34	7/20/21	School Office Coordinator	45	D	\$40.28	F	\$45.27
Cates-Pegis	Diane	Administrative Assistant IV	39	E	\$36.44	12/15/25	School Office Coordinator	45	C	\$38.35	C	\$39.12
Gamecho Miller	Rebecca	Office Manager	39	C	\$33.14	10/1/24	School Office Coordinator	45	A	\$34.72	B	\$37.17
Houston	Jill	Administrative Assistant IV	39	F	\$38.34	11/2/20	School Office Coordinator	45	D	\$40.28	E	\$43.23
Riedel	Amy	Office Manager	39	F	\$38.34	8/16/16	School Office Coordinator	45	D	\$40.28	F	\$45.27
Coe	Summer	Administrative Assistant II	35	F	\$34.72	7/20/20	Counseling Administrative Assistant	42	C	\$35.68	E	\$40.11
Biondi	Johanna	Administrative Assistant III	37	F	\$36.44	6/17/19	Registrar/School Adminisrative Assistant	42	D	\$37.38	E	\$40.11
Ahrends Pastor	Nathalia	Administrative Assistant II	35	E	\$33.13	7/14/25	School Administrative Assistant	42	B	\$33.94	C	\$36.39
Dorantes-Santos	Diana	Clerk III	33	F	\$33.13	7/14/25	Attendance Specialist	36	E	\$33.94	F	\$36.39
Morgan	Luciana	Clerk III	33	D	\$30.02	7/1/24	Enrollment Specialist	36	D	\$32.29	E	\$34.62
Afifi	Felicia	Account Clerk I and Administrative Assistant II	35/34	F	\$34.33	10/3/26	Program Accounts Specialist	36	F	\$35.67	F	\$36.39
Deis	Annie	Clerk III	33				Attendance Technician	33				
Pinheiro	Debonna	Clerk III	33				Attendance Technician	33				
Dorantes-Sanchez	Sandra	Clerk III	33				Office Technician	33				
Garrett	Amanda	Clerk III	33				Office Technician	33				
Gibson	Melissa	Clerk III	33				Office Technician	33				
Heilpern	Sabrina	Clerk III	33				Office Technician	33				

EXHIBIT A

Last Name	First Name	Current Classification	Current Range	Step as of July 1, 2025 or Date of Hire	Hire Date in Class	New Classification	New Range	New Step July 1, 2025**	Current Step as of September 23, 2026			
Nutrition Services												
Lyon	Linda	Food Service III and Administrative Assistant III	31/38*	F/E	\$31.94	11/13/06	School Nutrition Coordinator	39	C	\$33.14	D	\$35.41
Castorina	Fran	Food Service III	31	F	\$31.48	1/13/25	School Nutrition Site Lead	34	E	\$32.29	F	\$34.62
Crow Schreiber	Lindsey	Food Service III	31	D	\$28.51	2/6/26	School Nutrition Site Lead	34	C	\$29.24	D	\$30.61
Crow Schreiber	Lindsey	Food Service II	30	D	\$27.77	2/10/25						
Diaz Mendoza	Rosa	Food Service III	31	E	\$30.02	8/18/21	School Nutrition Site Lead	34	E	\$32.29	F	\$34.62
Zepeda Lopez	Mayra	Food Service III	31	E	\$30.02	5/13/24	School Nutrition Site Lead	34	E	\$32.29	F	\$34.62
Aguilar Romero	Lluvia	Food Service II	30	B	\$25.14	5/20/24	School Nutrition Specialist	31	B	\$25.78	C	\$27.68
Bleyle	Diana	Food Service II	30	A	\$23.94	4/1/26	School Nutrition Specialist	31	B	\$25.78	B	\$26.30
Dantes	Arlene	Food Service II	30	F	\$30.61	7/1/26	School Nutrition Specialist	31	F	\$31.48	F	\$32.11
Gil	Carmen	Food Service II	30	E	\$29.24	4/17/23	School Nutrition Specialist	31	E	\$30.02	F	\$32.11
Gutierrez	Claudia	Food Service II	30	F	\$30.61	8/12/20	School Nutrition Specialist	31	F	\$31.48	F	\$32.11
Quezada	Esperanza	Food Service II	30	B	\$25.14	5/20/24	School Nutrition Specialist	31	B	\$25.78	C	\$27.68
Rivera	Maria	Food Service II	30	F	\$30.61	8/8/18	School Nutrition Specialist	31	F	\$31.48	F	\$32.11
Odenbrett	Jeanette	Food Service I	28	F	\$29.24	9/7/16	School Nutrition Assistant	29	F	\$30.02	F	\$30.62

*weighted average that includes a shift differential for the AA III position
Step placement is less than a 2.5% increase, but is within \$0.05 of the Step
Change in placement due to step movement in 2025-2026 and/or 2026-2027.
No range change

Tentative Agreement

CSEA-PGUSD

Classification and Compensation Study Cycle 1

September 28, 2026

EXHIBIT B

Job Descriptions

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL NUTRITION COORDINATOR

CLASSIFIED SALARY SCHEDULE: Range 39

DIRECT SUPERVISOR: Director of School Nutrition

DEFINITION: Under the limited supervision of the Director of School Nutrition, assumes overall responsibility for the high school and continuation high school nutrition services operations; prepares and serves a wide variety of foods in large quantities; directs the work of high school staff and assists in training nutrition services staff district-wide; performs advanced technical, administrative, and clerical duties for the district-wide Nutrition Services program and serves as primary support for the Director.

DISTINGUISHING CHARACTERISTICS: The **School Nutrition Coordinator** classification is the highest in the Food Service family. It is distinguished from the School Nutrition Site Lead classification by providing both administrative assistance to the district-wide program and the overall operations of nutrition services for the high school serving a more complex menu and coordinating a larger staff.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

High School Nutrition Services Program Responsibilities:

- Coordinates and assigns tasks to the staff of a large high school nutrition operation serving a wide variety of menu items including entrees for set menus and diverse quick-service options in food court and food truck settings.
- Relates the Director's vision and operational expectation of the department and ensures the team and kitchen operates successfully.
- Reviews recipes and menus, estimates needed ingredients and adjusts recipes to produce specific quantities.
- Follows recipes to prepare and produce simple and complex recipes, hot and cold fresh meals from scratch or with pre-packaged items for consumption on site, and packages meals for another site(s).
- Forecasts, plans, orders, receives, inspects and accepts deliveries of food items and supplies.
- Ensures that students with food allergies and special dietary needs are properly served by preparing special meals when required and communicating these student needs with staff.
- Operates a variety of kitchen equipment such as ovens, grills, toasters, and mixers.

- Creates and manages meal production records, including forecasting, and planning daily meals.
- Requisitions, receives, inspects, stores, and accounts for delivery of food and other requested supplies or equipment weekly, including paper goods for all sites; may assist in unloading deliveries.
- Coordinates paper goods distribution and arranges for delivery to all sites.
- Ensures food and supplies are rotated; monitors expiration dates.
- Ensures that all equipment and supplies are available for daily activities.
- Organizes and directs substitute workers to cover open duties.
- Ensures the operational safety and cleanliness of facilities and equipment; assists with cleaning and directs the work of others.
- Operates standard office machines, including computer and printer.
- Keeps track of meals served; reconciles accounts for food and beverage sales including handling money and tickets, and generates required reports.

School Nutrition Services Operational Support:

- Orders food, goods, and equipment for each site; creates and processes purchase orders; bills and invoices vendors in coordination with business department; maintains inventory records; reconciles site inventories against daily sales and production records; regularly interacts with multiple external vendors.
- Collaborates with Director to create menus for all sites and adapts recipes to meet federally required standards.
- Assists in the recipe standardization process by accurately entering data into USDA approved school nutrition compliance software and attaching all required supporting documentation, such as nutrition labels, yield information, and ingredient specifications.
- Assists in ensuring that menus, standardized recipes, approved price schedules, and portion controls are followed.
- Gathers and manages production data from all sites.
- Visits school site kitchens to analyze operations and provide suggestions for efficiency, as assigned by Director.
- Responsible for performing advanced and highly responsible duties in support of School Nutrition Services, serving as the primary assistant to the Director; plans, coordinates, and organizes office and departmental activities; facilitates effective communication flow.
- Researches and compiles a variety of information, calculates statistical data for multiple reports, and processes and evaluates various forms and applications pertinent to assigned responsibilities.
- Enters data into program specific software applications, creates queries and generates a variety of lists and reports related to assigned duties, ensures accuracy of input and output data; establishes and maintains digital and traditional filing systems.

- Composes correspondence independently or from written or verbal instructions; initiates, gathers information, and produces reports, letters, memos, contracts, packets, statistical data, charts, lists, and other materials as required; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Acts as a technical resource, providing accurate information, records, and materials to staff, parents/guardians, and external agencies, using sound judgment and expertise following policies, regulations, and organizational procedures.
- Develops and implements office procedures to assure complete and timely operations; creates office forms as necessary to facilitate workflow.

OTHER DUTIES:

- Stays updated on relevant laws, regulations, and policies related to areas of assignment.
- Participates in required District trainings and meetings.
- Handles and prioritizes email, calls, and mail, assists visitors, directs inquiries to appropriate staff, relays messages, responds to requests, complaints, and questions on behalf of the Director.
- Trains and directs student workers.
- Occasionally makes bank deposits.
- May be assigned to drive the high school food truck to and from the site in the absence of other qualified School Nutrition staff.
- Assists Director with special projects and performs other duties directly related to this job description as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options and a passing score on the District's clerical test.*

- **OPTION 1:** Associate's degree in culinary arts from an accredited college or culinary arts school and three (3) years of increasingly responsible experience in preparing and serving foods/meals in large quantities including at least one (1) year of experience performing responsible secretarial/clerical duties and experience using a range of software and database applications; **OR**
- **OPTION 2:** High school diploma or equivalent and three (3) years of increasingly responsible experience in preparing and serving foods/meals in large quantities **AND** four at least two (2) years of successful experience performing responsible secretarial/clerical duties and experience using a range of software and database applications; **OR**
- **OPTION 3:** Five (5) years of successful experience working in a School Nutrition classification in the Pacific Grove USD preparing and serving foods/meals in large quantities **AND** successful experience performing responsible secretarial/clerical

duties using a range of software and database applications.

Licenses and Other Requirements:

- ServSafe Food Handler's Certificate.
- ServSafe Manager Certification within three (3) months of employment.
- Valid California Driver's License.
- A driving record that meets the District's insurance requirements.
- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Required safety, sanitation, and health practices related to preparing, handling, packing, and serving food and in using food services equipment.
- Methods of preparing, cooking, baking, serving, and storing foods in large quantities.
- Storage and rotation of perishable food.
- Reading and understanding recipes and correct methods of measuring ingredients.
- Advanced nutritional requirements and food values.
- Software applications that include word processing, database, and spreadsheets
- Effective methods of time management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, and record-keeping.
- Proper English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary and letter and report writing standards.
- Standard math.

Skills and Abilities:

- Provide work direction and training to kitchen staff and student workers.
- Operate nutrition service equipment and utensils safely and efficiently.
- Observe and follow health and sanitation requirements.
- Plan, formulate and execute technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies.
- Learn and use technology and computer software applications as appropriate to the work assignment, including POS system.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to school nutrition services and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copiers, including ability to maintain and troubleshoot minor problems.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate effectively in English, both orally and in writing.
- Work under limited supervision and function effectively within a team setting.
- Establish and maintain cooperative and effective relationships with those contacted during

the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.

- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing the scope of authority in this position.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.

DESIRABLE QUALIFICATIONS:

- Coursework and/or training in nutrition and/or food service management.
- Experience in commercial food service menu planning, supply ordering, inventory, storage, and record keeping.
- Additional years of increasingly responsible food service experience in a public school.
- Experience providing or training in customer service.
- Experience working in a public school district.

PHYSICAL AND MENTAL REQUIREMENTS: *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Remain in a stationary position or stand for extended periods of time.
- Regularly move about to access equipment and machinery and outside to access other areas of the site, and travel to other sites.
- Regularly operate food services equipment, computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- See for the purpose of reading menus, instructions, labels, discern the accuracy of reports and documents, computer screen, safe operation of equipment, and monitor students and food quality and quantity.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, and email.
- Bend at the waist, kneel, and crouch.
- Lift, push and pull moderately heavy food trays, carts, materials and supplies.
- Dexterity of the hands and fingers to operate nutrition service equipment, computer, and POS system.
- Reach in all directions.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs., with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions
- Operate a vehicle, observing legal and defensive driving practices.

WORKING CONDITIONS AND HAZARDS:

Primarily an Indoor kitchen/cafeteria environment where significant health and safety considerations exist from physical labor, equipment, and materials in conditions that vary in temperature and stability including burns from hot surfaces, equipment, and liquids; cuts from knives and other sharp objects, potential fire and electrical hazards, and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer and heat while in a kitchen with ventilation. May be assigned to serve food at outdoor locations with exposure to the sun, heat, and inclement weather. May be assigned to drive a School Nutrition food truck to and from school site and to visit other sites.

Also assigned to an indoor office environment, subject to prolonged periods of time working at a computer terminal. Occasionally drives to other school sites.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Administrative Assistant III and Food Service III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL NUTRITION SITE LEAD

CLASSIFIED SALARY SCHEDULE: Range 34

DIRECT SUPERVISOR: Director of School Nutrition

DEFINITION: Under the general supervision of the Director of School Nutrition and guidance from the School Nutrition Coordinator, assumes the overall responsibility for a school site nutrition services operation; prepares and serves a variety of foods in large quantities, directs the work of and assists in training other School Nutrition services personnel; responsible for inventory and other daily reports.

DISTINGUISHING CHARACTERISTICS: The **School Nutrition Site Lead** is the second-highest classification in the Food Service series and is distinguished from lower classifications by performing more complex food services duties including directing the work of others, serving as the primary cook, and as trainer in the assigned kitchen. The School Nutrition Coordinator, the highest classification is responsible for both a larger nutrition service operation and administrative support for the Nutrition Services department.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Responsible for the overall operation of the nutrition operation at an assigned site, including kitchen, cafeteria, snack bar, nutrition program food truck, and garden bar.
- Relates the Director's vision and operational expectation of the department and ensures the team and kitchen operate successfully.
- Implements and ensures adherence to menus; communicates menu and assigns tasks to staff.
- Follows recipes to prepare and produce simple and complex recipes, hot and cold fresh meals from scratch or with pre-packaged items for consumption on site; may prepare and package meals for another site(s).
- Ensures that students with food allergies and special dietary needs are properly served by preparing special meals when required and communicating these student needs with staff.
- Operates a variety of kitchen equipment such as ovens, grills, toasters, and mixers.
- Creates and manages meal production records, including forecasting, and planning daily meals.
- Requisitions, receives, inspects, stores, and accounts for delivery of food and other requested supplies or equipment; may assist in unloading deliveries.
- Ensures food and supplies are rotated; monitors expiration dates.
- Ensures that all equipment and supplies are available for daily activities.
- Organizes and directs substitute workers to cover open duties.

- Ensures the operational safety and cleanliness of facilities and equipment; assists with cleaning; directs the work of others.
- Operates standard office machines, including computer and program specific software.
- Maintains records of meals served; balances accounts for money and tickets received from the sale of food and beverages; generates required reports.

OTHER DUTIES:

- Collaborates with Director in menu planning and general program operations.
- Participates in required District training and meetings.
- Trains and supervises student workers.
- May be assigned to drive the School Nutrition food truck to and from the site in the absence of other qualified School Nutrition staff.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options:*

- **OPTION 1:** Associate's degree in culinary arts from an accredited college or culinary arts school and one (1) year of increasingly responsible experience in preparing and serving foods/meals in large quantities; **OR**
- **OPTION 2:** High school diploma or equivalent and three (3) years of increasingly responsible experience in preparing and serving foods/meals in large quantities; **OR**
- **OPTION 3:** Five (5) years of successful experience working in a School Nutrition classification in the Pacific Grove USD; **OR**
- **OPTION 4:** Five (5) years of successful, increasingly responsible experience including cooking and providing work direction, in a public school district food services program.

Licenses and Other Requirements:

- ServSafe Food Handler's Certificate.
- ServSafe Manager Certification (within three (3) months of employment).
- Valid California Driver's License.
- A driving record that meets the District's insurance requirements.
- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Required safety, sanitation, and health practices related to preparing, handling, packing, and serving food and in using food services equipment.
- Methods of preparing, cooking, serving, and storing foods in large quantities.
- Baking principles.
- Storage and rotation of perishable food.
- Basic math, cashiering, and record-keeping techniques.
- Reading and understanding recipes and correct methods of measuring ingredients.
- Basic nutritional requirements and food values.

Skills and Abilities:

- Learn and perform nutrition service procedures and directives in accordance with assigned duties and policies.
- Provide work direction and training to kitchen staff and student workers.
- Understand and follow oral and written directions in English.
- Operate nutrition service equipment and utensils safely and efficiently.
- Observe and follow health and sanitation requirements.
- Learn and implement applicable laws, codes, regulations, policies and procedures.
- Determine and meet schedules and timelines.
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties.
- Learn and use technology and computer software applications as appropriate to the work assignment, including POS system.
- Establish and maintain cooperative and effective working relations with those contacted in the course of performing required duties.
- Follow, interpret, and explain menu instructions and adapt when necessary.
- Use good judgment in recognizing scope of this position's authority.
- Remain flexible and focused during interruptions and distractions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and collaboratively within a team setting while demonstrating leadership qualities.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.

DESIRABLE QUALIFICATIONS:

- Coursework and/or training in nutrition and/or food service management.
- Additional years of increasingly responsible food service experience in an industrial kitchen.
- Experience providing or training in customer service.
- Experience working in a public school.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Stand in one area for extended periods of time.
- See for the purpose of reading menus, instructions, labels, discern the accuracy of reports and documents, computer screen, safe operation of equipment, and monitor students and food quality and quantity.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas by speaking so others will understand, in person or on the telephone.
- Bend at the waist, kneel, and crouch.
- Reach in all directions.
- Dexterity of the hands and fingers to operate nutrition service equipment, computer, and

POS system.

- Lift, push and pull moderately heavy food trays, carts, materials and supplies.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs. with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions.

WORKING CONDITIONS AND HAZARDS:

Primarily an Indoor kitchen/cafeteria environment where significant health and safety considerations exist from physical labor, equipment, and materials in conditions that vary in temperature and stability, burns from hot surfaces, equipment, and liquids; cuts from knives and other sharp objects, potential fire and electrical hazards, and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer, and heat while in a kitchen with ventilation. May be assigned to serve food at outdoor locations with exposure to the sun, heat, and inclement weather. May be assigned to drive a School Nutrition food truck to and from school site.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Formerly: Food Service III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL NUTRITION SPECIALIST

CLASSIFIED SALARY SCHEDULE: Range 31

DIRECT SUPERVISOR: Director of School Nutrition

DEFINITION: Under the general supervision of the Director of School Nutrition, and guidance from the School Nutrition Site Lead, the School Nutrition Specialist is responsible for supporting the daily operations of a cafeteria including food preparation and packing, food service and sales, maintaining clean and sanitary work areas, receiving and storing products; driving, stocking and cleaning the District's nutrition program food truck.

DISTINGUISHING CHARACTERISTICS:

The **School Nutrition Specialist** classification is distinguished from other classifications in the Food Service series by performing intermediate-skilled food service duties involved in the preparation, cooking, serving, and sale of food and beverages in a school cafeteria, snack bar, or food truck. The School Nutrition Assistant is an entry-level position, and the School Nutrition Site Lead's duties include directing the work of others, serving as the primary cook, and as trainer in the assigned kitchen.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Assists in the overall operation of the school nutrition program including the kitchen, cafeteria, snack bar, nutrition program food truck and garden bar.
- Follows recipes to prepare and produce simple and complex recipes, hot and cold fresh meals from scratch or with pre-packaged items for consumption on site; may prepare and package meals for another site(s).
- Operates a variety of nutrition service equipment including conventional ovens, microwave ovens, electric slicer, mixer, oven, and grill.
- Monitors food and equipment temperatures.
- Sets up and breaks down food service areas for breakfast, lunch, and/or snack food sales.
- Sets up serving lines, plates food, pours drinks, handles condiments, and serves students.
- Assists with monitoring students in serving line and operates the Point of Sales software (POS) system.
- Drives program food truck to an assigned school site, responsible for stocking, cleaning, and food sales.
- Cleans, sanitizes, and organizes food preparation, storage, and cooling areas adhering to strict sanitation and safety protocols.

- Cleans and sanitizes nutrition service equipment including washing and drying dishes, utensils, and trays.
- Monitors and records food and supply inventory.
- Properly stores and refrigerates food; rotates food and supplies.
- Assists with receiving, unloading, and storing deliveries of food and supplies.

OTHER DUTIES:

- Participates in required District training and meetings.
- Collects, tallies, and reports cash received.
- May assist with ensuring that students with food allergies and special dietary needs are properly served.
- May assist in supervising student assistants.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- High school diploma or the equivalent; **AND**
- Two (2) years of experience in preparing and serving foods in large quantities
- Additional years of food services experience may be counted toward the education requirement.

Licenses and Other Requirements:

- Possession of a valid California Driver's license.
- A driving record that meets the District's insurance requirements.
- ServSafe Food Handler's Certificate prior to the first day of work.
- Valid CPR/First Aid Certification within the probationary period.

Knowledge:

- Proper care and safe operations in food service and of food service equipment.
- Methods of preparing, cooking, serving, and storing food in large quantities.
- Required sanitation practices related to preparing, handling, packing, and serving food.
- Storage and rotation of perishable food.
- Basic math, cashiering, and record-keeping techniques.
- Reading and understanding recipes and correct methods of measuring ingredients.

Skills and Abilities:

- Learn and perform nutrition service procedures and directives in accordance with assigned duties and policies.
- Understand and follow oral and written directions in English.
- Operate nutrition service equipment safely and efficiently.
- Observe and follow health and sanitation requirements.
- Learn and implement applicable laws, codes, regulations, policies and

procedures.

- Meet schedules and timelines.
- Learn and use technology and computer software applications as appropriate to the work assignment, including POS system.
- Develop and maintain cooperative and effective working relationships with those contacted in the course of performing required duties.
- Use good judgment in recognizing scope of this position's authority.
- Remain flexible and focused during interruptions and distractions.
- Work under general supervision and function effectively within a team setting.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.

DESIRABLE QUALIFICATIONS:

- Coursework and/or training in nutrition and/or food service management.
- Experience working in a public school.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements:*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Stand in one area for extended periods of time.
- See for the purpose of reading menus, instructions, labels, and other information for the safe operation of equipment, and to monitor students and food quality and quantity.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- Communicate information by speaking so others will understand, in person or on the telephone.
- Bend at the waist, kneel, and crouch.
- Reach in all directions.
- Dexterity of the hands and fingers to operate nutrition service equipment, computer, and POS system.
- Lift, carry, push and pull moderately heavy food trays, carts, materials and supplies. Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs., with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions.

WORKING CONDITIONS AND HAZARDS:

Primarily an indoor kitchen/cafeteria environment, where significant health and safety considerations exist from physical labor, equipment, and materials in conditions that vary in temperature and stability, burns from hot surfaces, equipment, and liquids; handling knives and other sharp objects, potential fire and electrical hazards; and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer, and heat while in a kitchen with ventilation. May be assigned to serve food at outdoor locations with exposure to the sun, heat, and inclement weather. May be assigned to drive a School Nutrition food truck to and from school site.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*
Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Formerly: Food Service II
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL NUTRITION ASSISTANT

CLASSIFIED SALARY SCHEDULE: Range 29

DIRECT SUPERVISOR: Director of School Nutrition Services

DEFINITION: Under the general supervision of the Director of School Nutrition, and direction from the School Nutrition Lead, performs routine activities supporting the day-to-day operations of a cafeteria by assisting in the preparation and serving of food; cleans and maintains kitchen and nutrition service areas and equipment in a safe and orderly condition.

DISTINGUISHING CHARACTERISTICS: The **School Nutrition Assistant** is the entry-level classification in the Food Services family and is distinguished from the higher School Nutrition classifications by the routine assistance in preparing and serving foods within a limited scope of responsibility and the responsibility for cleaning equipment and workspaces.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Prepares basic ingredients following recipes for cold prep of breakfast and lunch entrees and garden bars.
- Assists in packing entrée items for offsite service.
- Assists with set up of food service areas and serving food and beverages; monitors and refills serving line containers during service.
- Cleans, sanitizes, and organizes food preparation, storage, and cooling areas adhering to required sanitation and safety protocols.
- Cleans and sanitizes nutrition service equipment including washing and drying dishes, utensils, and trays.
- Assists in the proper storage and refrigeration of food.
- Assists with receiving and unloading deliveries when required.

OTHER DUTIES:

- Participates in required District training and meetings.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education, training, and experience that would likely provide the knowledge and abilities to successfully perform the duties of the position.

Licenses and Other Requirements:

- ServSafe Food Handler Certificate (Must be certified within three (3) months of hire).
- CPR/First Aid Certification (Must be obtained within probationary period).

Knowledge:

- Basic sanitation and safety procedures related to the preparation and serving of foods.
- Basic food preparation methods such as washing, cutting, assembling, and wrapping.

Skills and Abilities:

- Learn and perform nutrition service procedures and directives in accordance with assigned duties and policies.
- Understand and follow oral and written directions in English.
- Efficiently and safely use basic kitchen equipment.
- Observe and follow health and sanitation requirements.
- Meet schedules and timelines.
- Develop and maintain cooperative working relationships with those contacted in the course of performing required duties.
- Use good judgment in recognizing scope of this position's authority.
- Remain flexible and focused during interruptions and distractions.
- Function effectively within a team setting.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Food service experience in a school.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following essential physical requirements:*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate to heavy physical effort,
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Stand in one area for extended periods of time.
- See sufficiently to perform the required tasks of the position, including operating kitchen equipment and using knives. Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- The ability to communicate information by speaking so others will understand.
- Bend at the waist, kneel, and crouch.
- Reach in all directions.
- Dexterity of hands and fingers to operate nutrition service equipment.
- Lift, carry and push or pull moderately heavy food trays, carts, materials and supplies.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs. with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions.

WORKING CONDITIONS and HAZARDS:

Indoor kitchen/cafeteria environment where significant health and safety considerations exist from physical labor, handling knives and other sharp objects, equipment, and materials in conditions that vary in temperature and stability, potential fire and electrical hazards, and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer, and heat while in a kitchen with ventilation.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Food Service I
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE SPECIALIST - EDUCATIONAL SERVICES

CLASSIFIED SALARY SCHEDULE: Range 48

DIRECT SUPERVISOR: Executive Director of Educational Services

DEFINITION: Under the limited supervision of the Executive Director of Educational Services executes a broad range of complex, highly responsible, technical, logistical, administrative and clerical duties supporting multiple programs and initiatives within the department including but not limited to assessment, curriculum, and professional development; provides comprehensive support to the Executive Director.

DISTINGUISHING CHARACTERISTICS: The **Administrative Specialist – Educational Services** is a unique classification in the Clerical Family and is distinguished from other Administrative Specialist classifications by the higher level of complexity and independence required to coordinate and support district-wide assessments, professional development, curriculum adoption, and the Local Control Accountability Plan. It is distinguished from the School Office Coordinator in that the Coordinator provides administrative support and coordination of office functions at a school site and lead direction to the school office staff while Administrative Specialists provide support to a district-wide department.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Executes complex and highly responsible duties for the Educational Services department supporting all departmental programs and initiatives; serves as the Executive Director's assistant and manages office activities and communications.
- Delivers comprehensive logistical, technical, and analytical administrative support that includes but is not limited to District student assessments, assessment data, professional development, curriculum and textbook management, and Local Control Accountability Plan (LCAP) compliance.
- Researches and compiles a variety of information, calculates statistical data for multiple reports, and processes and evaluates various forms and applications pertinent to assigned responsibilities.
- Enters data into program specific software applications; creates queries and generates complex lists and records related to assigned duties, including those of a confidential nature; establishes and maintains digital and traditional filing systems.
- Coordinates logistical and technical aspects of District-wide mandated testing and assessments by requisitioning, receiving, distributing, collecting, and ensuring timely return of testing materials to testing companies.

- Collects and verifies the accuracy and integrity of data within the student information software system to support State and federal testing and reporting requirements [(e.g.; English Language Proficiency Assessment for California (ELPAC) and Statewide Student Identifier Numbers (SSID)].
- Serves as the primary liaison between standardized testing companies, vendors, the District Office, school sites, and the community.
- Updates student data as required by the State such as California Longitudinal Pupil Achievement Data System (CALPADS).
- Provides training and support to site employees as needed on processes, data entry, data retrieval, and interpreting data from student assessment and information systems.
- Prepares and reviews reports and data, including student information, assessment, and test results, and distributes findings as needed.
- Collaborates with administration and/or committees to plan professional development (PD) programs and events, both District-wide and site-based, including cultural proficiency events and collaboration days.
- Responsible for logistical aspects of professional development program by securing venues, initiating presenter contracts, ordering, generating, and distributing materials and resources (including meals or refreshments as needed), tracking attendance, processing participant timesheets when applicable, and arranging substitute teachers when required.
- Handles approved individual professional development requests, confirms funding source(s), coordinates logistics such as registration, and manages employee reimbursements.
- Participates in planning, building, and managing designated budgets including funding streams for LCAP expenditures; prepares and processes requisitions according to established procedures; orders, receives and maintains inventory of supplies and equipment; tracks budget printouts to verify accuracy of records, researches and resolves errors and discrepancies, and ensures expenditures are within federal or State requirements.
- Responsible for administrative support of the District's LCAP, organizes and attends stakeholder meetings, and verifies that proposed expenditures are appropriately aligned with the LCAP.
- Maintains financial and statistical records, records purchases and expenditures, maintains current balances, and prepares related financial reports.
- Processes staff timesheets for special assignments and the after school enrichment program, and initiates extra work agreements (PAFs).
- Provides administrative support during core program curriculum adoption cycles by monitoring required timelines, scheduling meetings, and preparing documents for Board approval.

- Manages the acquisition, ordering, receipt, and distribution of approved and adopted textbooks, supplementary instructional materials, and software; coordinates with department chairpersons, principals, and the Director to verify that acquisitions are aligned with instructional programs.
- Acts as a technical resource for assigned departmental programs, provides accurate information, records, and materials to staff, parents/guardians, and external agencies, and verifies requests using sound judgment, expertise, and following policies, regulations, and organizational procedures.
- Composes correspondence independently or from written or verbal instructions; initiates, gathers information, and produces reports, letters, memos, contracts, packets, statistical data, charts, lists, and other materials as required; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Coordinates and attends a variety of meetings; prepares related notices, reports, presentations, and agendas; takes and composes minutes using judgment as to content; follows up on matters in accordance with instructions and meeting minutes.
- Generates or assists in the preparation of Board of Education agenda items for Educational Services; reviews agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials.
- Develops and implements office procedures to assure complete and timely operations; creates office forms as necessary to facilitate workflow.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to staff; relays messages; responds to requests, complaints, and questions on behalf of the administrator.
- Stays updated on relevant laws, regulations, and policies related to assigned areas such as curriculum, student testing, and assessment.
- Participates in required trainings and meetings.
- Assists Director with special projects and other duties directly related to this job description as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, and two (2) years of relevant successful experience performing increasingly responsible technical, secretarial, or clerical duties,

experience using a range of software and database applications, and experience involving contact with the public; **OR**

- Associate's degree from an accredited college or university and four (4) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- High school diploma or the equivalent and six (6) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public.
- Up to an additional six (6) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Possession of a valid California Driver's license.
- A driving record that meets the District's insurance requirements.

Knowledge:

- Principles, practices, procedures, and techniques involved in the collection, maintenance, preparation, verification, record-keeping, and reporting of statistical data.
- Advanced software applications that include word processing, database, spreadsheets, and Google Suite applications.
- Database functions, including the ability to enter, query, retrieve, and prepare data.
- Principles of training and providing work direction to others.
- Effective methods of time and project management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, professional letter and report writing, and record-keeping.
- Strong English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary.
- Standard math, general budgeting, and bookkeeping principles and practices.

Skills and Abilities:

- Effectively coordinate and supervise complex, technical functions requiring extensive independent decision making within established rules, policies, and procedures.
- Plan, formulate and execute skilled, technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies, without immediate supervision.
- Learn, interpret, implement, and explain policies and provisions of applicable laws, regulations, legislation, codes and other federal and State policies and procedures related to the function of curriculum, student testing, student assessment in a public school system, and apply them with good judgment in different situations.

- Proficiently operate office equipment including but not limited to computer, scanner, and copiers, including ability to maintain and troubleshoot minor problems.
- Gather information to prepare understandable and accurate charts, graphs, or reports. Prepare and maintain accurate and comprehensive reports, financial, and statistical records.
- Perform mathematical calculations quickly and accurately.
- Compose effective correspondence and written materials independently or from oral direction, rough draft, copy or notes from routine and complex materials.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Work independently, function effectively in a team setting, and demonstrate leadership qualities.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, school personnel, colleagues, vendors, and the community in different situations demanding diplomacy, poise, and firmness.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing the scope of authority for this position.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.

DESIRABLE QUALIFICATIONS:

- Experience in a school district or government entity.
- Experience supporting a public school district curriculum or education services office.
- Experience using school district specific software applications (e.g.; ESCAPE, CalPADS).

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc. and outside of the office to access other areas of the site, travel to other worksites, ascend and descend stairs.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Drive a vehicle and transport materials and equipment to other worksites; load and unload vehicle.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.

- Communicate information and ideas so others will understand and exchange accurate information, one to one, in large groups, and by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment, subject to prolonged periods of time working at a computer terminal. Occasionally drives to transport and deliver materials and equipment.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Formerly: Education Specialist Curriculum
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE SPECIALIST – STUDENT SERVICES

CLASSIFIED SALARY SCHEDULE: Range 48

DIRECT SUPERVISOR: Executive Director of Student Services

DEFINITION: Under the limited supervision of the Executive Director of Student Services executes a wide variety of highly responsible and complex, logistical, technical, and analytical tasks supporting multiple programs and initiatives within the department including but not limited to Special Education (SPED), counseling, foster youth and homeless support, and mental health services; responsible for student information and data management systems. manages program budgets, service contracts, and provides overall support to the Executive Director.

DISTINGUISHING CHARACTERISTICS: The **Administrative Specialist – Student Services** classification is a unique classification in the Clerical Family and is distinguished from other Administrative Specialist classifications by the higher level of complexity and independence required to manage specialized databases, statistical data, and budgets. It is distinguished from the School Office Coordinator in that the Coordinator provides administrative support and coordination of office functions at a school site and lead direction to the school office staff while Administrative Specialists provide support to a district-wide department.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Executes highly responsible, complex tasks for the Student Services department supporting departmental programs and initiatives; serves as the Executive Director's assistant and manages office activities and communications.
- Delivers comprehensive logistical, technical, and analytical administrative support that includes, but is not limited to student data information and management across multiple data-base systems, department-wide budgeting, service provider contracts, and litigation.
- Researches, compiles, and computes statistical information for various federal, State, and local reports; processes and evaluates forms and applications related to assigned functions.
- Establishes and maintains automated records and files, initiates queries, develops spreadsheets, and generates complex lists, reports, and documents while ensuring the accuracy of data.
- Enters and updates data and information into assigned software applications, web based data systems, and student information systems in preparation for submissions, by the District's designee, to the State [e.g.; State Information Records and Analysis Support (SIRAS), California Longitudinal Pupil Achievement Data System (CALPADS), Synergy Education Platform], following mandated timelines.

- Provides specialized technical assistance, support, and training for all District SPED providers in the operation of web based data systems (e.g.; SIRAS); provides training on data entry and retrieval for site staff upon request.
- Investigates, identifies, analyzes, and resolves errors, discrepancies, anomalies, and other problems with CALPADS, SPED/Student Services data; collaborates with District, SELPA, and department of education staff to resolve discrepancies.
- Participates in the development of annual department budgets; maintains budget oversight by tracking printouts to verify accuracy; researches and resolves errors and discrepancies in collaboration with fiscal services.
- Maintains financial and statistical records according to established procedures and timelines; records purchases and expenditures; maintains current balances and transfers funds in accordance with approved procedures; prepares and maintains financial reports (e.g.; School Based Medi-Cal Program Reporting, SELPA Cost Pool Reimbursements).
- Generates, maintains, and monitors SPED related contracts including but not limited to external service providers (i.e.; audiology, psychoeducational evaluations, language support such as ASL), collaborative projects with school districts, and Individual Service Agreements (ISA), ensuring compliance and timely renewals; submits contracts for Board of Education approval; processes invoices for payment. Orders, receives and maintains inventory of office and program specific materials, supplies, and equipment for SPED classroom staff, District healthcare professionals, and school site health offices; maintains annual licenses for SPED classroom tools and supplies.
- Processes approved payroll timesheets for Home Hospital instructors; initiates extra work agreements (PAFs) and reconciles leaves for District nurse, and service providers; reconciles billed hours with payments for substitutes from staffing agencies.
- Supports Executive Director with litigation and other legal requests and directives by gathering data and documentation, coordinating meetings, and communicating with attorneys, staff, California Department of Education representatives, and community members as directed; reviews, tracks, and processes legal settlements for payments.
- Maintains accountability records for all District students receiving specialized services through homeless and foster youth grants and program; assists eligible students to receive appropriate services and support.
- Organizes and coordinates instructional services for students receiving Home Hospital Instruction; develops and maintains comprehensive files with requests, placements and proper medical documentation.
- Enrolls non-ADA pre-school age students for initial evaluation; requests student records from previous districts, initiates new or updates continuing student files in web based Individual Education Plan (IEP) systems (e.g.; SIRAS).
- Maintains student records in SIRAS; provides weekly follow-up regarding compliance dates.
- Coordinates student assessment requests with school sites.

- Coordinates language interpretation support for parents/guardians and staff for IEP meetings and translation of IEP documents.
- Manages 504 plan documents and maintaining accurate lists of those students receiving support.
- Collaborates with the transportation department for SPED student transportation.
- Assists with coordinating extended school year program, including collecting registration, transportation request forms, ordering instructional materials, and maintaining student lists.
- Maintains comprehensive confidential files for all active and inactive Special Education program students; handles records requests following District policy, procedures and legal mandates.
- Collects data from staff; monitors and develops reports reflecting reimbursements for IEP required health, other essential services, and administrative activities linking students and families to health services; ensures timely and accurate billing by following up with service providers; serves as liaison with contracted agency and submits data for billing and reimbursement; develops guidance materials and provides technical assistance to service providers.
- Coordinates and schedules various appointments and meetings, reserves facilities; maintains the Director's calendar as directed.
- Coordinates and arranges travel and conference logistics for SPED service providers, Executive Director, and counselors.
- Acts as a technical resource for assigned departmental programs; provides accurate information, records, and materials to staff, parents, and external agencies; verifies requests using sound judgment and expertise following policies, regulations, and organizational procedures.
- Coordinates and attends a variety of meetings; prepares related notices, reports, presentations, and agendas; takes and composes minutes using judgment as to content; follows up on matters in accordance with instructions and meeting minutes.
- Generates or assists in the preparation of Board of Education agenda items for Student Services Department; reviews agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials.
- Independently prepares, edits, formats, and proofreads correspondence and documents as directed; maintains confidentiality of sensitive information.
- Develops and implements office procedures to ensure complete and timely operations and creates office forms as necessary to facilitate workflow.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to appropriate staff; relays messages, and responds to requests, complaints, and questions on behalf of the administrator.

- Stays updated on relevant laws, regulations, legislation, codes and other federal and State policies and procedures related to the function of special education and student services of a public school system.
- Assists in planning, organizing and implementing department events and trainings; participates in required meetings and trainings.
- Assists the Executive Director with special projects and other duties directly related to this job description as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION and EXPERIENCE:

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, and two (2) years of relevant successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and four (4) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- High school diploma or the equivalent and six (6) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public.
- Up to an additional six (6) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

LICENSES and OTHER REQUIREMENTS:

- None

Knowledge:

- Principles, practices, procedures, and techniques involved in the collection, maintenance, preparation, verification, record-keeping, and reporting of statistical data.
- Advanced software applications that include word processing, database, spreadsheets, and presentation, and Google Suite applications.
- Database functions, including the ability to enter, query, retrieve, and prepare data.
- Effective methods of time and project management.
- Current office methods, practices and procedures including filing systems; receptionist and telephone etiquette, professional letter and report writing, record-keeping, and filing.
- Strong English usage, spelling, grammar, punctuation, and vocabulary.
- Standard math, general budgeting, and bookkeeping principles and practices.

Skills and Abilities:

- Effectively coordinate and supervise complex, technical functions requiring extensive independent decision making within established rules, policies, and procedures.
- Plan, formulate and execute skilled, technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies, without immediate supervision.
- Learn, interpret, implement and explain policies and provisions of applicable laws, regulations, legislation, codes and other federal and State policies and procedures related to special education and student services in a public school system and apply them with good judgment in different situations.
- Proficiently operate computer, scanner, copiers, and audio visual equipment with the ability to maintain and troubleshoot minor problems.
- Gather information to prepare understandable and accurate charts, graphs, or reports.
- Prepare and maintain accurate and comprehensive reports and financial and statistical records.
- Perform mathematical calculations quickly and accurately.
- Compose effective correspondence and written materials independently or from oral direction, rough draft, copy or notes.
- Prioritize, organize, multi-task, and ensure all projects, accurate records and documents are completed and updated within required timelines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Work both independently and function effectively in a team setting.
- Establish and maintain cooperative and effective relationships with those contacted in the performance of required duties including students, school personnel, vendors, and the community in situations demanding diplomacy, poise, and firmness.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing the scope of authority for this position.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience supporting a public school district supporting SPED.
- Experience using school district specific software applications (e.g.; SIRAS, CALPADS).

PHYSICAL and MENTAL CHARACTERISTICS: *Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.*

- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc. and outside of the office to access other areas of the site.

- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, and by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Formerly: Administrative Specialist Special Education and Student Services
Committee Final: 4-30-2026
Revised Committee Final: 7-14-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTS PAYABLE SPECIALIST

CLASSIFIED SALARY SCHEDULE: Range 47

DIRECT SUPERVISOR: Assistant Superintendent for Business Services

DEFINITION: Under the limited supervision of the Assistant Superintendent for Business Services, with guidance from the Fiscal Officer, performs advanced accounting tasks associated with accounts payable; prepares and maintains a variety of financial and statistical records and reports including budgets, invoices, accounting transactions, general ledger entries, and reconciliations; audits and verifies accounts, funds, and related documentation.

DISTINGUISHING CHARACTERISTICS: The **Accounts Payable Specialist** is distinguished from Program Accounts Specialist by the responsibility for financial transactions and fiscal controls at the district level. The Program Accounts Specialist is responsible for financial transactions and fiscal controls for assigned high school programs, and interacting with program staff advisors.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Prepares and processes accounts payable; makes payments to vendors and reimbursements to employees; verifies and reconciles documents for payments to match invoices, purchase orders, and receipts.
- Reviews, confirms, and corrects standardized account codes, budget authorizations, and available qualifying budgets.
- Coordinates with District staff, vendors, and agencies to resolve accounting issues, including credit memos, missing documentation, unreceived goods or services, and returned or refund checks.
- Monitors transaction status including payment histories, partial payments, past due charges, merchandise back orders, and purchase orders.
- Reviews and verifies that vendor statements and/or paid invoices have been posted to correct accounts.
- Prepares payment schedules and up-to-date check listings, ensuring accurate documentation of checks and comprehensive records of payment histories.
- Responsible for excise tax billing.
- Compiles and prepares financial reports and the necessary documentation for submissions, such as sales and fuel tax returns.

- Contributes to the year-end account closing process, including the establishment of accruals.
- Gathers and prepares materials for audits.
- Develops and implements office procedures to assure complete and timely operations; creates office forms as necessary to facilitate workflow.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to staff; relays messages; responds to requests, complaints, and questions.
- Stays updated on relevant laws, regulations, and policies related to assigned areas
- Prepares correspondence and performs clerical functions related to assigned responsibilities.
- Participates in required trainings and meetings.
- Assists business office administrators with special projects and other duties directly related to this job description as assigned.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- High school diploma or the equivalent and five (5) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public.
- Up to an additional five (5) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- None

Knowledge:

- General accounting principles, procedures, and terminology and their application to a variety of accounting transactions.
- Principles, practices, procedures, and techniques involved in the collection, maintenance, preparation, verification, record-keeping, and reporting of statistical data.
- Advanced software applications that include word processing, database, and spreadsheets applications.
- Database functions, including the ability to enter, query, retrieve, and prepare data.
- Effective methods of time and project management.
- Current office practices and procedures including filing systems, record keeping, reception, and telephone etiquette, and letter and report writing standards.
- Strong English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary.

Skills and Abilities:

- Plan, formulate and execute specialized, advanced accounts payable assignments and directives in accordance with assigned duties and office policies, without immediate supervision.
- Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow.
- Learn, interpret, implement and explain policies and provisions of federal, State, county, and District regulations related to area of assignment and apply them with good judgment in a variety of situations.
- Make mathematical calculations with speed and accuracy; detect and correct errors efficiently.
- Skillfully use accounting systems, spreadsheet, and word processing software.
- Search, compile, and interpret accounting data.
- Maintain accurate and retrievable files, records, and audit trails.
- Communicate in English, clearly and concisely, both orally and in writing.
- Work independently and function effectively in a team setting.
- Establish and maintain effective working relationships with those contacted in the course of performing assigned duties including school personnel, colleagues, vendors, and the community in different situations demanding diplomacy, poise, and firmness.
- Work under pressure with the ability to remain flexible and focused during interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing scope of this position's authority.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience using school district specific software applications (e.g.; ESCAPE).
- Experience working in public education or a governmental entity.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position, sustaining light physical effort.
- Remain in a stationary position for extended periods of time.
- Occasionally move about inside the office to access file cabinets, office machinery, etc.
- Regularly position self to maintain files in file cabinets.
- Occasionally transport office materials weighing up to 20 pounds across office for various needs.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, including by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

Indoor office working environment subject to being stationary at a workstation for long periods of time and prolonged periods working at a computer.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Account Clerk III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Administrative Specialist – Facilities / Transportation

CLASSIFIED SALARY SCHEDULE: Range: 45

DIRECT SUPERVISOR: Director of Facilities and Transportation

DEFINITION: Under the limited supervision of the Director of Facilities and Transportation, performs a broad range of both advanced and complex, highly responsible technical, logistical, administrative and clerical duties; oversees the use of District facilities; provides comprehensive administrative support to the Director.

DISTINGUISHING CHARACTERISTICS: **Administrative Specialist - Facilities / Transportation** is distinguished from other Administrative Specialist classifications by the lower level of complexity and independence required in the latter. It is distinguished from the School Office Coordinator in that the Coordinator provides administrative support and coordination of office functions at a school site and lead direction to the school office staff while Administrative Specialists provide support to a district-wide department.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Performs highly responsible and both advanced and complex duties for the Facilities/Transportation department which includes custodial, grounds, maintenance, facilities, and transportation; serves as the primary assistant to the Director, relieving the Director of administrative details; plans, coordinates and organizes office and department activities and flow of communications for the administrator.
- Researches, compiles information, computes statistical information for various reports; processes and evaluates forms and applications related to assigned functions.
- Enters data into program specific software applications; creates queries and generates complex lists and records related to assigned duties, including those of a confidential nature.
- Oversees and facilitates the use of District facilities by determining availability, calculating applicable fees, verifying insurance coverage, arranging major events for external organizations, and ensuring prompt communication with all stakeholders; schedules custodial staff as needed, manages contract administration and fee reconciliation processes, and maintains comprehensive, up-to-date databases and calendars for all District facilities.
- Participates in planning, building, and managing designated budgets including but not limited to budgets tied to the unrestricted general fund, capital outlay fund, and maintenance fund; supports activities related to general obligation bonds; researches and resolves errors and discrepancies in budget printouts, ensures expenditures follow legal requirements; assists in preparing for audits.
- Analyzes and disseminates budget information as required.

- Responsible for billing and invoicing, creating and processing purchase orders, receiving and maintaining inventory of supplies and equipment, and tracking orders.
- Prepares and updates payroll and timesheet information for department personnel; initiates extra work agreements (PAFs), schedules and tracks overtime; assists in the maintenance of department employee files; creates and submits required payroll reports.
- Manages Master Calendar for custodial staff; arranges for and assigns substitute custodial personnel.
- Assists with bid solicitation processes by preparing and disseminating requests for proposals (RFPs), collecting bids, organizing stakeholder meetings, tabulating bids, and preparing documents for District review and Board approval.
- Assists with District capital project tracking and documentation by preparing project manuals, contracts, processing pay applications (documents that provide details on labor, materials, change orders, and other project specifics), and project closeout documents.
- Maintains the Director's calendar; coordinates and schedules meetings and appointments.
- Composes correspondence independently or from written or verbal instructions; initiates, gathers information, and produces reports, letters, memos, contracts, packets, charts, lists, and other documents or materials as required; prepares, formats, proofreads, edits, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Acts as a technical resource for assigned departmental programs, provides accurate information, records, and materials to staff, parents, and external agencies, verifies requests using sound judgment, expertise following policies, regulations, and organizational procedures.
- Generates or assists in the preparation of Board of Education agenda items for Facilities and Transportation; reviews agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials.
- Develops and implements office procedures to assure complete and timely operations; create office forms as necessary to facilitate workflow.
- Oversees, updates, and shares relevant information on the Facilities and Transportation webpage(s) of the District's website.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to staff; relays messages; responds to requests, complaints, and questions on behalf of the Director.
- Stays updated on relevant laws, regulations, and policies related to areas of assignment.
- Participates in required District training and meetings.
- Assists Director with special projects and performs other duties directly related to this job description as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- High school diploma or the equivalent and five (5) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public.
- Up to an additional five (5) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- None

Knowledge:

- Principles, practices, procedures, and techniques involved in the collection, maintenance, preparation, verification, record-keeping, and reporting of statistical data.
- Advanced computer software applications to include word processing, database, and spreadsheet applications (e.g.; Microsoft Office, Google Suite).
- Database functions, including the ability to enter, query, retrieve, analyze, and prepare data.
- Effective methods of time and project management.
- Current office methods, practices, and procedures including filing systems, reception and telephone techniques and etiquette, professional letter and report writing, and record-keeping.
- Strong English verbal and written communication skills including spelling, grammar punctuation, and vocabulary.
- Standard math, general budgeting, and bookkeeping principles.

Skills and Abilities:

- Plan, formulate and execute skilled, technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies, without immediate supervision.

- Learn, interpret, implement, and explain policies and provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the function of the Facilities and Transportation department and apply them with good judgment in different situations.
- Proficiently operate office equipment including but not limited to computer, scanner, copier, including the ability to maintain and troubleshoot minor problems.
- Gather information to prepare understandable and accurate reports, charts, or graphs.
- Prepare and maintain accurate and comprehensive financial and statistical records.
- Perform mathematical calculations with speed and accuracy.
- Compose effective correspondence and written materials independently or from oral direction, rough draft, copy or notes from routine and complex materials.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Work both independently and function effectively in a team setting.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including staff, vendors, and the community in different situations requiring diplomacy, poise, and firmness.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing the scope of authority for this position.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience in a school district or government entity.
- Experience using school district specific software applications (e.g.; Escape, Frontline, Facilitron).
- Experience with California School Accounting Manual (CSAM) and Standardized Account Code Structure (SACS) procedures in school districts.
- Supplemental coursework in business.
- Valid CPR/First Aid Certificate.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc. and outside of the office to access other areas of the site.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, and printer.

- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, and by telephone, radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer terminal and exposure to dust, chemicals, vehicle exhaust, strong smells, and loud noises due to the proximity of the maintenance yard and buses.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Administrative Specialist MOT
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL OFFICE COORDINATOR

CLASSIFIED SALARY SCHEDULE: Range 45

DIRECT SUPERVISOR: Principal

DEFINITION: Under the limited supervision of the Principal, performs a broad range of complex, highly responsible, technical, administrative and clerical duties supporting the assigned school site; ensures proper and efficient operations of the office; trains and provides guidance to office staff; oversees school site budget(s); facilitates communication on behalf of Principal; plans, coordinates, and organizes office and other school events and activities; provides comprehensive support to the Principal.

DISTINGUISHING CHARACTERISTICS: The **School Office Coordinator** classification is distinguished from other school site support positions by serving as the office lead, performing administrative support and coordination of office functions, and assisting the Principal with administrative and office duties. The School Administrative Assistant is assigned to District schools/programs with smaller student populations and less complex school campus needs or to support a high school Assistant Principal. Administrative Specialists are assigned to district-wide departments.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Leads the activities of the office staff, as assigned; ensures proper and efficient operations of the office; provides training and procedural guidance to office staff; ensures compliance with established procedures; assists in setting work priorities and provides support as needed, including resolving problems.
- Serves as primary assistant to the Principal; meets to review office and school activities, projects, and priorities; maintains Principal's calendar; schedules appointments, meetings, and conferences; makes travel arrangements as assigned.
- Coordinates and facilitates communications on behalf of the administrators; provides information concerning school policies, procedures, actions, activities, and schedules, as appropriate; assists individual students and parents/guardians with questions and problems and makes referrals when appropriate.
- Participates in maintaining the school improvement program (e.g., School Plan for Student Achievement) as appropriate to the site assignment.
- Participates in the development of annual budget(s) for designated school site; maintains budget oversight by tracking printouts to verify accuracy; researches and resolves errors

and discrepancies in collaboration with fiscal services; advises Principal of budget issues and status.

- Monitors budget balances to verify that adequate funds are available before initiating expenditures, such as purchase orders or extra work agreements (PAFs); collaborates with the administrator and Fiscal Officer to facilitate budget transfers when necessary.
- Prepares purchase orders, expense vouchers, work orders, and office supply orders.
- Orders, receives, inventories, stores and distributes office supplies and classroom materials; provides required records to the business office.
- Creates and facilitates approval of contracts for services for school site.
- Collects fees and other monies, writes receipts, prepares deposits in accordance with District procedures, and reconciles collected funds against supporting documentation.
- Processes approved payroll timesheets for school site staff following District timelines, initiates extra work agreements (PAFs); reconciles staff leaves and absences; may initiate vacancy recruitment postings.
- Prepares and updates multiple calendars specific to the assigned site including for events, athletics, facilities, students, and staff; assists with reserving facility space when appropriate.
- Assists with securing substitutes and/or arranging for alternate coverage in the absence of certificated and classified employees; coordinates assignment and placement of substitutes.
- Organizes and orients new staff and substitute personnel to school procedures, assigned classroom(s), and provides instructional materials, as required; manages key distribution, collection, and maintains related records.
- Acts as a technical resource for assigned school site, provides accurate information, records, and materials to staff, parents/guardians, and external agencies, and verifies requests using sound judgment, expertise following policies, regulations, and organizational procedures.
- Composes correspondence independently or from written or verbal instructions; initiates, gathers information, and produces reports, packets, statistical data and charts, lists, and other materials as required; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Coordinates and attends a variety of meetings; prepares related notices, reports, presentations, and agendas; takes notes using judgment as to content; follows up on matters in accordance with instructions and meeting notes, as assigned.
- Develops and implements office procedures to assure complete and timely operations; create office forms as necessary to facilitate workflow.

DUTIES SPECIFIC TO ELEMENTARY SCHOOLS:

- Manages new student registration, transfer, and withdrawal procedures; reviews, verifies,

- and processes required forms, applications, and related documentation as necessary.
- Prepares and maintains automated student files, cumulative records, and transcripts; requests student records for incoming students and responds to such requests.
- Processes student disciplinary paperwork including suspension and expulsion reports; provides required documentation to the District office; maintains confidentiality of sensitive information.
- Coordinates field trips with teachers and transportation; ensures field trip documentation, permission forms, and clearances for chaperones and volunteers are in order.
- Collects fees for After School Enrichment (ASE) classes.

DUTIES SPECIFIC TO MIDDLE SCHOOL:

- Provides support to the Assistant Principal including but not limited to budgeting issues and facilitating communication.
- Responsible for managing student body accounts, including ASB funds: processes ASB Works, handles check requests, reconciles bank statements, prepares and delivers deposits, organizes paperwork, obtains check signatures, and processes vendor payments.
- Prepares contracts and cover sheets for Board of Education agenda items; reviews agenda items for inclusion of necessary exhibits and backup materials.
- Collects quarterly grades and progress reports from teachers for all students; reviews report cards and transcripts for missing grades and discrepancies; inputs approved grade changes; initiates progress reports for parents upon request; responsible for mailing report cards throughout the year.
- Manages promotion including supervising event development, designing program, drafting scripts, coordinating with various district departments and outside vendors, coordinating guest invitations and speaker arrangements, ensuring student and staff regalia and diplomas are in order, and overseeing all logistical aspects including venue set-up and event production.
- Assumes duties of the Enrollment Specialist in their temporary absence.

DUTIES SPECIFIC TO HIGH SCHOOL:

- Manages graduation events including supervising program development, coordinating with various district departments and outside vendors, coordinating guest invitations and speaker arrangements, ensuring student and staff regalia and diplomas are in order, and overseeing all logistical aspects including venue set-up and event production.
- Processes student disciplinary paperwork including suspension and expulsion reports; provides required documentation to the District office; maintains confidentiality of sensitive information.
- Prepares contracts and cover sheets for Board of Education agenda items; reviews agenda items for inclusion of necessary exhibits and backup materials.
- Processes payroll and reconciles leaves for Adult Transition Program staff.
- Coordinates field trips with teachers and transportation; ensures field trip documentation, permission forms, and clearances for chaperones and volunteers are in order.
- Manages District digital visitor management system; assists with visitor sign in process.
- Assumes duties of the Registrar in their temporary absence.

DUTIES SPECIFIC TO ADULT EDUCATION PROGRAM:

- Performs year-end account closing process, including the establishment of budget accruals.
- Assists office team with student registration, transfer, and withdrawal procedures; reviews, verifies, and processes required forms, applications, and related documentation as necessary; accepts fees for classes.
- Manages graduation events including supervising program development, coordinating with various departments, coordinating guest invitations and speaker arrangements, ensuring student and staff regalia and diplomas are in order, and overseeing all logistical aspects including venue set-up and event production.
- Reconciles credit card transactions, prepares and delivers deposits following District procedures.
- Proofreads the quarterly class brochure, coordinates with external printer, and facilitates mailing.
- Administers basic first aid to students.

OTHER DUTIES - ALL SITES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to staff; relays messages; responds to requests, complaints, and questions on behalf of the Principal.
- In the temporary absence of health office staff at the comprehensive school sites, administers basic first aid and medication according to established policies, procedures, and directions; maintains related logs.
- Participates in required trainings and meetings.
- Dependent upon site assignment, may supervise students sent to the office, under the direction of the assigned administrator.
- Coordinates site staff for emergency response drills and emergent situations following District protocols; may assist in implementing site safety plans and/or facilitating emergency communication.
- Provides work direction and guidance to student office assistants and volunteers, as assigned.
- Dependent upon site assignment, produces and distributes newsletters on behalf of the Principal; creates, uploads, or distributes daily bulletin; distributes parent organization newsletters.
- May be assigned to manage site telephone system including creating, reassigning, and resetting passwords.
- Assists with special projects and other job-related duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS:***Education and Experience:***

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties,

experience using a range of software and database applications, and experience involving contact with the public; **OR**

- Associate's degree from an accredited college or university and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public; **OR**
- High school diploma or the equivalent and five (5) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and experience involving contact with the public.
- Up to an additional five (5) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Principles, practices, procedures, and techniques involved in the collection, maintenance, preparation, verification, record-keeping, and reporting of statistical data.
- Advanced software applications that includes word processing, database, spreadsheets, and Google Suite applications.
- Database functions, including the ability to enter, query, retrieve, and prepare data.
- Principles of training and providing work direction to others.
- Effective methods of time and project management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, professional letter and report writing, and record-keeping.
- Correct English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary letter and report writing standards.
- Standard math, general budgeting, and bookkeeping principles and practices.

Skills and Abilities:

- Effectively coordinate and supervise complex, technical functions requiring extensive independent decision making within established rules, policies, and procedures.
- Plan, formulate and execute skilled, technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies, without immediate supervision.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to the functions of the assigned school office and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, fax, laminator, and copier, including ability to maintain and troubleshoot minor problems.

- Prepare and maintain accurate and comprehensive financial and statistical records and reports.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate in English, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, school personnel, colleagues, vendors, and the community in different situations demanding diplomacy, poise, and firmness.
- Work both independently and function effectively in a team setting while demonstrating leadership qualities.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Assume responsibility for and use good judgment in recognizing the scope of authority for this position.
- Analyze situations accurately and adopt an effective course of action.
- Assume responsibility for and use good judgment in recognizing the scope of authority for this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience in a public school district or government entity.
- Experience using school district specific software applications (e.g.; ESCAPE, CALPADS).

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport office materials weighing up to 20 pounds across office for various needs.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.

- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer; potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to blood borne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Administrative Assistant IV
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: COUNSELING ADMINISTRATIVE ASSISTANT

CLASSIFIED SALARY SCHEDULE: Range 42

DIRECT SUPERVISOR: Assistant Principal

DEFINITION: Under the limited supervision of the Principal at the high school and direction from the lead counselor, performs a range of complex and advanced, highly responsible duties related to coordinating services and scheduling appointments for the counseling staff; enrolls new students, establishes and manages permanent records; handles administrative tasks; greets and assists students, parents/guardians, and visitors.

DISTINGUISHING CHARACTERISTICS: The **Counseling Administrative Assistant** requires a blend of administrative skills, strict confidentiality, and strong emotional intelligence and is distinguished from other school site support positions by the responsibility for coordinating counseling services, enrollment of students, and administrative support for the counseling department staff. The School Office Coordinator provides direction and coordination of office functions for the other office support staff, including Counseling Administrative Assistant.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Provides comprehensive coordination of services for the counseling program staff by carrying out a diverse range of both complex and advanced administrative, technical, and secretarial responsibilities.
- Coordinates appointments and meetings for academic, outreach, and career counselors; conducts preliminary screenings to assess individuals' concerns and ensures they are paired with the appropriate counselor; logs all interactions between counseling staff and students, parents/guardians daily, including evening event attendance.
- Gathers and compiles teacher input for 504 plan meetings and Student Study Team meetings.
- Processes registration requests and enrollments according to established procedures; coordinates enrollment intake meetings; assists parents/guardians with enrollment packets and reviews packets to assure completion; enters new student information in student information system.
- Performs various specialized and responsible duties in the preparation, and maintenance of manual and automated scholastic records; establishes and maintains permanent student records and filing systems.
- Requests student records, health records, and transcripts for incoming students from their former school districts; verifies and responds to such requests.
- Ensures that referrals made by counselors to Special Education/Student Services are received and processed; ensures student records and all appropriate data is provided.

- Collects quarterly grades and progress reports from teachers for all students; initiates progress reports for parents upon request; responsible for mailing report cards throughout the year.
- Distributes and collects student class selection forms for enrollment in each ensuing school year; distributes summer school information and processes applications.
- Provides comprehensive information regarding available scholarships and maintains up-to-date scholarship records; monitors redemption status and payment processing for awarded scholarships.
- Maintains physical records for all students, including schedules and emergency contact information; ensures data is consistently updated and is readily accessible during emergencies and drills.
- Manages the annual senior awards event including supervising program development, verifying awards and scholarships, coordinating guest invitations and speaker arrangements, and overseeing all logistical aspects including venue selection and decorations.
- Composes correspondence from written or verbal instructions, prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Collects information and statistics to create required reports, letters, memos, charts, lists, and other materials.
- Serves as receptionist assisting visitors and first point of contact for new students; directs inquiries to appropriate staff.
- Directs the work of student assistants.
- Assists in preparation of the master schedule.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to appropriate staff; relays messages, and responds to requests, complaints, and questions on behalf of the counseling program.
- Stays updated on relevant laws, regulations, and policies related to the areas of assignment.
- During the temporary absence of attendance, health office, or student store personnel, acts as a backup by fulfilling essential duties, including administering basic first aid and medication, in accordance with established policies, procedures, and directives, as well as maintaining related records.
- Attends and participates in required meetings, workshops, and trainings.
- Assists office team in coordinating events including graduation and safety drills.
- Assists in the opening and closing of the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, relevant successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and two (2) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public; **OR**
- High school diploma or the equivalent and four (4) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public.
- Up to an additional four (4) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid CPR/ First Aid Certification within probationary period.

Knowledge:

- Software applications that include word processing, database, and spreadsheets (e.g.; Microsoft Office, Google Suite).
- Effective methods of time management.
- Current office procedures and practices including receptionist and telephone etiquette, recordkeeping, and automated and traditional filing systems.
- Proper English verbal and written communication skills including spelling, grammar punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies.
- Perform clerical work of advanced difficulty with accuracy and without close supervision.
- Learn, interpret, and explain specific policies, procedures, laws, codes, regulations, and objectives related to the assignment and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copiers including ability to maintain and troubleshoot minor problems.

- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.
- Work both independently and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing scope of authority of this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience working in a public high school.
- Experience using school district specific software applications.
- Knowledge of high school graduation requirements.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, in large groups, and by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer; potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to bloodborne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Administrative Assistant II
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

FINAL

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: REGISTRAR / SCHOOL ADMINISTRATIVE ASSISTANT

CLASSIFIED SALARY SCHEDULE: Range 42

DIRECT SUPERVISOR: Assistant Principal, High School

DEFINITION: Under the limited supervision of the Assistant Principal at the high school, performs a range of complex, highly responsible, technical, administrative, and clerical duties related to permanent scholastic records; prepares, updates, and maintains transcripts and academic records for high school students; evaluates credits and graduation requirements; records grades; provides primary support to the Assistant Principal and assists the Athletic Director.

DISTINGUISHING CHARACTERISTICS: The **Registrar/School Administrative Assistant** is distinguished from other school site support positions by the responsibility for permanent high school scholastic records and administrative support for the Assistant Principal and the Athletic Director. The School Office Coordinator provides direction and coordination of office functions for the other office support staff, including Registrar.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Carries out a range of technical and complex record-keeping responsibilities related to the preparation, updating, and maintenance of high school students' transcripts and academic records in compliance with established laws, codes, regulations, policies, and procedures.
- Enters and updates student information into assigned software applications; creates and maintains automated records and files; initiates queries and generates and distributes computerized reports, forms, verification letters, and documents as requested.
- Evaluates, transcribes, and processes transcripts from other school districts for new students; determines allowable credits and verifies courses and credits as needed; processes student withdrawals; prepares related documentation.
- Maintains a comprehensive roster of enrolled students, records daily changes including new enrollments and withdrawals, and prepares regular reports for review.
- Processes student transcript and record requests according to established policies; generates, prepares, and delivers transcripts, records, and reports to schools, colleges, students, parents/guardians, staff, administrators, alumni, employers, and others in accordance with specified guidelines, requirements, schedules, and procedures.

- Records grades, course credits, college dual enrollment, specialized training, and assessment information on permanent documents and transcripts; records approved grade change forms.
- Acts as a technical resource for administrators, faculty, staff, students, parents/guardians, and other stakeholders regarding registration and enrollment processes; addresses inquiries and provides comprehensive and precise information pertaining to records, documentation, credits, grades, graduation requirements, grade point averages (GPAs), established standards, practices, policies, and procedures.
- Monitors student records, grades, and progress towards completing coursework and credits required for graduation; reviews and assesses student records to identify graduation deficiencies and eligibility; notifies counselors, administrators, and parents/guardians of student credit and graduation deficiencies, eligibility, and placement issues as needed.
- Compiles and maintains sports eligibility lists, calculates participant grade point averages for coaches and school personnel.
- Calculates and records GPAs; informs counselors and administrators of student progress; prepares honor roll; submits GPAs to appropriate external organizations.
- Prepares for high school graduation by ordering and processing diplomas, preparing and updating graduate lists, evaluating final grades, and calculating eligibility for Golden State merit seals; assists with coordinating graduation activities as assigned.
- Provides highly responsible administrative, technical, and clerical support to the Assistant Principal and Athletic Director; manages Assistant Principal's calendar.
- Assists in managing student discipline files; delivers suspension notices to Superintendent; tracks cell phone and other tech violations and secures devices until released.
- Assists in updating and sharing relevant information on the High School webpage(s) of the District's website.
- Prepares daily bulletin and announcements for school-wide distribution.
- Processes staff time sheets for special assignments and initiates extra work agreements (PAFs).
- Assists the Athletic Director by providing oversight to the athletics budget, assisting with distribution of grant funds, monitoring transportation expenses, and recommending adjustments or alternatives when necessary.
- Assists in creating and updating the sporting event master calendar by coordinating game schedules; notifies affected coaching staff of changes; submits and manages requests for off campus activities.
- Supports athletics program including but not limited to maintaining team rosters, coaching staff documentation and schedules, newsletter content and announcements, and handling transcript and GBA submissions and verifications following league rules.

- Generates and approves all site facility use requests for staff, and coaches, and provides site approval for community requests; maintains master school activity calendar.
- Confirms volunteer chaperones and drivers are properly cleared by the District.
- Prepares event calendar for custodial staff; provides daily direction for events and setup.
- Composes correspondence independently or from written or verbal instructions; initiates, gathers information, and produces reports, letters, memos, contracts, packets, statistical data and charts, lists, and other materials as required; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Coordinates and attends a variety of meetings; prepares related notices, reports, presentations, and agendas; takes and composes minutes using judgment as to content; follows up on matters in accordance with instructions and meeting minutes.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to appropriate staff; relays messages, and responds to requests, complaints, and questions on behalf of the administrator.
- Stays updated on relevant laws, regulations, and policies related the areas of assignment.
- In the temporary absence of health office staff, provides health office coverage; administers basic first aid and medication according to established policies, procedures, and directions; maintains related logs.
- Attends and participates in required workshops and trainings.
- Assists office team in coordinating events including graduation and safety drills; implements established procedures during emergency and highly sensitive situations.
- Assists in the opening and closing of the school office each year.
- Assists the Assistant Principal with special projects and other job related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, relevant successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and two (2) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public; **OR**
- High school diploma or the equivalent and four (4) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties,

experience using a range of software and database applications, and contact with the public.

- Up to an additional four (4) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

LICENSES AND OTHER REQUIREMENTS:

- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Software applications that include word processing, database, and spreadsheets.
- Effective methods of time management.
- Current office procedures and practices including receptionist and telephone etiquette, recordkeeping, and automated and traditional filing systems.
- Proper English verbal and written communication skills including spelling, grammar punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies.
- Perform clerical work of complex difficulty with accuracy and without close supervision.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to the areas of assignment and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, laminator, and copier, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Prepare and maintain accurate and comprehensive records and reports.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work both independently and function effectively within a team setting.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.

- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing scope of authority of this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience working in a public high school.
- Experience using school district specific software applications.
- Knowledge of high school graduation requirements.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc., and outside of the office to access other areas of the site.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, in large groups, and by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer; potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to blood borne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Formerly: Administrative Assistant III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

CLASSIFIED SALARY SCHEDULE: Range 42

DIRECT SUPERVISOR: Principal

DEFINITION: Under limited supervision of the high school Principal with guidance from the lead teacher and the School Office Coordinator of the high school, performs a range of complex, highly responsible technical, administrative, and clerical tasks supporting operations of the Community High School including budget oversight, registration, attendance, reporting, compliance, and event planning; ensures proper and efficient operations of the office; assists students, parents/guardians, and visitors; provides support to the Principal.

DISTINGUISHING CHARACTERISTICS: The **School Administrative Assistant** is distinguished from the School Office Coordinator by being assigned to a small school site with less complex school campus needs while functioning as the sole clerical support or to support an Assistant Principal at the high school. The School Office Coordinator supports comprehensive schools and provides direction for office support staff, including the School Administrative Assistant at the Community High School.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Handles all technical, administrative, and clerical support related to office functions; ensures efficient and effective operations while maintaining compliance with established procedures; sets work priorities and provides support as required, including problem resolution.
- Facilitates communications on behalf of the Principal; provides information concerning school policies, procedures, actions, activities, and schedules, as appropriate.
- Coordinates site specific tasks and instructional logistics with lead teacher and provides daily administrative and clerical support.
- Acts as a point of contact among students, parents/guardians, staff, and external agencies concerning student attendance, enrollment, and associated policies, procedures, rules, and regulations; handles incoming and outgoing phone calls, relays messages, responds to inquiries, and provides relevant information; documents parent/guardian communications.
- Participates in the development of the annual school budget; maintains budget oversight by tracking printouts to verify accuracy; researches and resolves errors and discrepancies in collaboration with fiscal services; advises Principal of budget issues and status.
- Monitors budget balances to verify that adequate funds are available before initiating expenditures, such as purchase orders or extra work agreements (PAFs); collaborates with the administrator and Fiscal Officer to facilitate budget transfers when necessary.
- Prepares purchase orders, expense vouchers, work orders, and office supply orders.

- Orders, receives, inventories, stores and distributes office supplies and classroom materials; provides required records to the business office.
- Processes payroll timesheets for school site staff following District timeline, initiates extra work agreements (PAFs); reconciles staff leaves and absences adding budget codes and employee specific details.
- Assists with securing substitutes and/or arranging for alternate coverage in the absence of certificated and classified employees; coordinates assignment and placement of substitutes.
- Organizes and orients new staff and substitute personnel to school procedures, assigned classroom(s), and provides instructional materials, as required; manages key distribution, collection, and maintains related records.
- Manages new student registration, transfer, and withdrawal procedures; reviews, verifies, and processes required forms, applications, and related documentation as necessary.
- Prepares and maintains automated student files, cumulative records, and transcripts; requests student records for incoming students and responds to such requests; updates individual learning plans as required.
- Processes grades and grade changes according to established rules and timelines and mails report cards.
- Establishes and maintains accurate student attendance records.
- Verifies and documents excused and unexcused absences; communicates with parents, teachers, and others to confirm absences; distributes weekly verification lists to teachers; tracks tardies and issues warnings; writes passes for students as needed.
- Manages advanced, computerized student information system ensuring accuracy and legal compliance, generates daily, monthly, and bi-annual attendance reports following established timelines for submission to local and state agencies; supplies data required for the annual mandated audit.
- Coordinates field trips with teachers and transportation; ensures field trip documentation, permission forms, and clearances for chaperones and volunteers are in order.
- Maintains physical records for all students, including schedules, learning plans, and emergency contact information; ensures data is consistently updated and is readily accessible during emergencies and safety drills.
- Composes a range of routine and complex materials requiring knowledge of relevant policies and procedures and interaction with others; prepares correspondence, reports and a variety of other documents as required; formats, edits, proofreads, and revises written materials; posts, mails, or distributes documents as appropriate; maintains confidentiality of sensitive and privileged information.
- Develops and implements office procedures to assure complete and timely operations; create office forms as necessary to facilitate workflow.
- Manages graduation events including supervising program development; prepares speakers, students, and diplomas; oversees all logistical aspects.

OTHER DUTIES:

- Stays updated on relevant laws, regulations, and policies related to areas of assignment including student registration and attendance in public schools.
- Administers basic first aid according to established policies, procedures, and directions; maintains required log.
- Coordinates and attends a variety of meetings; may prepare related notices, reports, presentations, and agendas, take and compose minutes using judgment as to content, and follow up on matters in accordance with instructions and meeting minutes.
- Attends and participates in required workshops and trainings.
- Participates in opening and closing the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree from an accredited college or university, including coursework in a field(s) related to areas of the assignment, one (1) year of relevant successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications and experience involving contact with the public; **OR**
- Associate's degree from an accredited college or university and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public; **OR**
- High school diploma or the equivalent and five (5) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public.
- Up to an additional five (5) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid First Aid and CPR Certificate within probationary period.

Knowledge:

- Software applications that include word processing, database, and spreadsheets (e.g.; Microsoft Office, Google Suite).
- Effective methods of time management.
- Current office procedures and practices including receptionist and telephone etiquette, recordkeeping, and automated and traditional filing systems.

- Current office procedures and practices including receptionist and telephone etiquette, recordkeeping, and automated and traditional filing systems.
- Proper English verbal and written communication skills including spelling, grammar punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate, and execute clerical procedures and directives, in accordance with assigned duties and office policies.
- Perform clerical work of complex difficulty with accuracy and without close supervision.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to the areas of assignment and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, laminator, and copier, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Prepare and maintain accurate and comprehensive records and reports.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work both independently and function effectively within a team setting while demonstrating leadership qualities.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing scope of authority of this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience working in a public high school.
- Experience using school district specific software applications.
- Knowledge of high school graduation requirements.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.

- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport office materials weighing up to 20 pounds across office for various needs.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer, potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to blood borne pathogens.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Formerly: Administrative Assistant II
 Committee Final: 4-30-2026
 CSEA Ratified Date:
 Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ATTENDANCE SPECIALIST

CLASSIFIED SALARY SCHEDULE: Range 36

DIRECT SUPERVISOR: Assistant Principal

DEFINITION: Under the limited supervision of the Assistant Principal at the high school, with guidance from the School Office Coordinator, performs a range of advanced, responsible duties managing student attendance for high school students ensuring accuracy and legal compliance; prepares mandated attendance reports for local and state agencies; supports students, staff, and parents with attendance matters; assists the office team with event coordination and other clerical tasks.

DISTINGUISHING CHARACTERISTICS: The **Attendance Specialist** requires expertise in complex attendance accounting and the ability to analyze statistical data with a high degree of independence. Attendance Specialist is distinguished from other attendance accounting classifications in that it is solely focused on attendance at the high school level. The School Office Coordinator provides direction and coordination of office functions for the other office support staff, including Attendance Specialist.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Establishes and maintains student attendance records.
- Manages advanced computerized student information system ensuring accuracy and legal compliance; generates daily, monthly, and bi-annual attendance records and reports following established timelines for submission to local and state agencies; supplies data required for the annual mandated audit.
- Verifies and documents excused and unexcused absences; communicates with parents, teachers, and others to confirm absences; tracks tardies and issues passes to students as needed.
- Acts as a technical resource for high school attendance; provides accurate information, policies, records, and materials to parents/guardians, staff, and external agencies; verifies requests using sound judgment, expertise following policies, regulations, and organizational procedures.
- Monitors and reports patterns of chronic absenteeism or tardiness to counselors and administration; refers students to specialized services and documents actions taken.
- Schedules detention and Saturday School based on attendance and District policy; provides lists to Assistant Principal for approval.
- Prepares and sends the first through the third level truancy letters to parents/guardians of chronically truant students; reports truancy data to the County District Attorney's Office when required; attends Truancy Court in absence of Assistant Principal. Trains and directs the work of student assistants.

- Maintains student sports and extra-curricular eligibility lists based on attendance and distributes to appropriate staff.
- Oversees field trip documentation, files permission forms, confirms chaperones and volunteers have District clearance, and accurately verifies and records student attendance.
- Composes correspondence from written or verbal instructions; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Collects information and statistics and creates required reports, letters, memos, charts, lists, and other materials.
- Assist in maintaining student database records.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors and directs inquiries to appropriate staff.
- Stays updated on relevant laws, regulations, and policies related student attendance.
- In the temporary absence of health office staff, provides health office coverage; administers basic first aid and medication according to established policies, procedures, and directions; maintains related logs.
- Attends and participates in required meetings, workshops, and trainings.
- Assists office team in coordinating events including graduation and safety drills.
- Serves as the main point of contact for the emergency release of students during evacuation procedures and reunification with parents/guardians.
- Assists in the opening and closing of the school office each year.
- Serves as the main point of contact for the emergency release of students during evacuation procedures and reunification with parents/guardians.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Associate's degree from an accredited college or university and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public; **OR**
- High school diploma or the equivalent and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public.
- Up to an additional three (3) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Software applications that include word processing, databases, and spreadsheets (e.g.; Microsoft Word, Google Suite).
- Effective methods of time management.
- Current office procedures and practices including reception and telephone etiquette, record-keeping, and automated and traditional filing systems.
- Proper English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary and letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate, and execute technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies.
- Perform clerical work of advanced difficulty with accuracy and without close supervision.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to attendance functions and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copiers, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate effectively in English, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.
- Work both independently and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing the scope of authority in this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience working in a public school or government entity.
- Experience using school district specific software applications.
- Knowledge of California State attendance recordkeeping.
- Knowledge of attendance rules and regulations.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer and potential exposure to upset or dissatisfied individuals; potential exposure to bloodborne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Clerk III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ENROLLMENT SPECIALIST

CLASSIFIED SALARY SCHEDULE: Range 36

IMMEDIATE SUPERVISOR: Assistant Principal

DEFINITION: Under the limited supervision of the Assistant Principal at the middle school, with guidance from the School Office Coordinator, performs a range of advanced, responsible duties managing student enrollment and maintenance of permanent school records for middle school students; manages student attendance; prepares legally mandated attendance reports for local and state agencies; supports students, staff, and parents/guardians with enrollment and attendance matters; serves as the primary support for the Assistant Principal; assists the office team with event coordination and other clerical tasks.

DISTINGUISHING CHARACTERISTICS: The **Enrollment Specialist** requires expertise in attendance accounting, enrollment, and independent analysis of statistical data. Enrollment Specialist is distinguished from other attendance accounting classifications in that it is focused on both attendance and enrollment at the middle school level. The School Office Coordinator provides direction and coordination of office functions for the other office support staff, including Enrollment Specialist.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Manages new student registration, transfer, and withdrawal procedures; reviews, verifies, and processes required forms, applications, and related documentation as necessary.
- Prepares and maintains automated student files, cumulative records, and transcripts; requests student records for incoming students and responds to such requests.
- Maintains a master list of current students, notes daily additions or withdrawals, and makes periodic reports.
- Enters grades for new/transferring students according to established rules and timelines.
- Establishes and maintains accurate student attendance records.
- Verifies and documents excused and unexcused absences; communicates with parents, teachers, and others to confirm absences; distributes weekly verification lists to teachers; tracks tardies and issues warnings; writes passes for students as needed.
- Manages advanced, computerized student information system ensuring accuracy and legal compliance, generates daily, monthly, and bi-annual attendance reports following established timelines for submission to local and state agencies; supplies data required for the annual mandated audit.
- Acts as a point of contact among students, parents/guardians, staff, and external agencies concerning student attendance, enrollment, and associated policies, procedures, rules, and regulations; handles incoming and outgoing phone calls, relays messages, responds to

inquiries, and provides relevant information.

- Monitors and reports patterns of chronic absenteeism or tardiness to administration; refers students to specialized services and documents actions taken.
- Prepares and sends first through the third level truancy letters to parents/guardians of chronically truant students; reports truancy data to the County District Attorney's Office when required.
- Oversees Independent Study (IS) requests and approvals; gathers assignments from teachers and collects student work; records attendance per regulations.
- Assists in coordinating instructional services for students receiving Home Hospital Instruction.
- Provides primary clerical support for the Assistant Principal and counselor.
- Composes correspondence from written or verbal instructions, prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Collects information and statistics to create required reports, letters, memos, charts, lists, and other materials.
- Serves as receptionist assisting visitors; handles and prioritizes email, calls, and mail; directs inquiries to appropriate staff.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors, and directs inquiries to appropriate staff.
- Stays updated on relevant laws, regulations, and policies related to student registration and attendance in public schools.
- In the temporary absence of health office staff, provides health office coverage; administers basic first aid and medication according to established policies, procedures, and directions; maintains related logs.
- In the temporary absence of the School Office Coordinator, serves as a backup including but not limited to opening and closing the school, providing substitute teachers with information and supplies, and reporting teacher absences.
- Attends and participates in required meetings, workshops, and trainings.
- Assists office team in coordinating events including promotions and safety drills.
- Participates in opening and closing the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Associate's degree from an accredited college or university and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, or

clerical duties, experience using a range of software and database applications, and contact with the public; **OR**

- High school diploma or the equivalent and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, or clerical duties, experience using a range of software and database applications, and contact with the public.
- Up to an additional three (3) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Software applications that include word processing, database, and spreadsheets
- Effective methods of time management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, and record-keeping.
- Proper English verbal and written communication including spelling, grammar, punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate, and execute technical, administrative, and clerical procedures and directives in accordance with assigned duties and office policies.
- Perform clerical work of advanced difficulty with accuracy and without close supervision.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to enrollment and attendance functions and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, laminator, and copiers, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate effectively in English, both orally and in writing.

- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.
- Work both independently and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing the scope of authority in this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience in a public school or government entity.
- Experience using school district specific software applications.
- Knowledge of California State attendance recordkeeping.
- Knowledge of attendance rules and regulations.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer and potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to bloodborne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Clerk III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

FINAL

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION**

POSITION TITLE: PROGRAM ACCOUNTS SPECIALIST

CLASSIFIED SALARY SCHEDULE: Range 36

DIRECT SUPERVISOR: Assistant Principal, High School

DEFINITION: Under the general supervision of the Assistant Principal at the high school, performs a range of advanced, highly responsible duties related to financial accounting and record keeping for assigned programs including Associated Student Body (ASB), athletics, and Career and Technical Education (CTE), assists Activities Director, Athletic Director and CTE Coordinator in monitoring program budgets; manages student store and processes transactions; ensures that program expenditures are compliant with requirements and prepares for audits.

DISTINGUISHING CHARACTERISTICS: The **Program Accounts Specialist** is distinguished from business services classifications by the responsibility for financial accounting, carrying out fiscal controls for assigned programs, and interacting with staff advisors at the high school. The Accounts Payable Specialist classification carries out transactions and fiscal controls at the district level.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Participates in the development of annual budget(s) for designated programs including Associated Student Body (ASB), athletics, and Career and Technical Education (CTE); maintains budget oversight by tracking printouts to verify accuracy; researches and resolves errors and discrepancies.
- Assists program staff advisors/coordinators in the maintenance and evaluation of budgetary records and data; monitors funds for income and expenditures; prepares and reconciles statements, ledgers, balance sheets and other financial documents; provides monthly status reports.
- Collaborates with the CTE Coordinator to oversee various CTE federal and state grant budgets (e.g.; Perkins V and CTEIG).
- Compiles and summarizes statistical data, prepares required District, State, and federal fiscal reports; enters Perkins V reports into federal grant management system, coordinating efforts with co-grantee district.
- Analyzes athletics budget data including fees and other expenditures; tracks student rosters and participation; provides reports to coaches.
- Monitors budget balances to verify that adequate funds are available before initiating expenditures, such as purchase orders; prepares purchase orders; guides program staff in following District purchasing protocol.

- Responsible for paying referees/umpires hired for sanctioned athletic events.
- Ensures purchases for ASB are approved and duly recorded in organization meeting minutes; maintains required records for audits.
- Orders, receives, inventories, stores, and distributes supplies, merchandise, and materials.
- Manages student store; responsible for selling school supplies, merchandise, event tickets, and collecting fees including for college admissions tests.
- Collects and tallies monies collected from student body events, fees, and student store sales; writes receipts; prepares and makes bank deposits in accordance with District procedures, and reconciles collected funds against supporting documentation.
- Issues checks to student organizations upon request following regulations.
- Prepares and issues student work permits following legal criteria.
- Independently composes correspondence from written or verbal instructions; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors; directs inquiries to appropriate staff; relays messages, and responds to requests, complaints, and questions on behalf of the assigned programs.
- Stays updated on relevant laws, regulations, and policies related the areas of assignment.
- Attends and participates in required meetings, workshops, and trainings.
- Assists office team in coordinating events including promotions and safety drills.
- Assists in the opening and closing of the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Associate's degree from an accredited college or university and one (1) year of relevant and successful experience performing increasingly responsible technical, secretarial, clerical duties, recordkeeping or bookkeeping, and using a range of software and database applications, and **OR**
- High school diploma or the equivalent and three (3) years of relevant and successful experience performing increasingly responsible technical, secretarial, clerical duties, recordkeeping or bookkeeping, and using a range of software and database applications.
- Up to an additional three (3) years of relevant experience working in a position in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, *may* count toward the education or experience requirement.

Licenses and Other Requirements:

- Valid First Aid and CPR Certificate within probationary period.

Knowledge:

- Principles and practices of financial record keeping; procedures in accounts payable, accounts receivable, and other areas.
- Preparation of financial statements and comprehensive accounting reports.
- Software applications that include word processing, databases, and spreadsheets (e.g.; Microsoft Office, Google Suite).
- Effective methods of time management.
- Current office procedures and practices including reception and telephone etiquette, record-keeping, and automated and traditional filing systems.
- Proper English verbal and written communication skills including spelling, grammar, punctuation, and vocabulary and letter and report writing standards.
- Business math.

Skills and Abilities:

- Manage and perform a variety of advanced clerical accounting duties in support of assigned accounts and functions while interacting with a variety of stakeholders simultaneously.
- Learn, interpret, and explain specific policies, procedures, laws, codes, regulations, and objectives related to the assignment and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copier including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations with speed and accuracy.
- Independently prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set timelines; prepare in advance of school functions and activities with long and short term deadlines.
- Communicate in English, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.
- Work under general supervision and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing scope of authority of this position.
- Administer basic first aid to students.

- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience working in a public school district or government entity.
- Experience using school district specific software applications.
- Knowledge of ASB accounting practices and applicable software.

PHYSICAL AND MENTAL REQUIREMENTS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site while traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, in large groups, and by telephone and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

- Indoor office working environment subject to prolonged periods of time working at a computer; potential exposure to upset or dissatisfied individuals; potential exposure to bloodborne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Formerly: Account Clerk I and Administrative Assistant II
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: ATTENDANCE TECHNICIAN

CLASSIFIED SALARY SCHEDULE: Range 33

IMMEDIATE SUPERVISOR: Principal

DEFINITION: Under the general supervision of the Principal and guidance from the School Office Coordinator, performs a range of responsible, advanced tasks managing attendance records ensuring accuracy and legal compliance at an elementary school; prepares legally mandated attendance reports for local and state agencies; supports students, staff, and parents/guardians with attendance matters; assists the office team with event coordination and clerical tasks.

DISTINGUISHING CHARACTERISTICS: The **Attendance Technician** is distinguished from other attendance accounting classifications in that the tasks are less complex at the elementary school level. The School Office Coordinator provides direction for office support staff including the Attendance Technician.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Maintains accurate student attendance records; verifies and documents excused and unexcused absences; communicates with parents/guardians, teachers, and relevant parties to confirm absences; issues passes to students as needed.
- Prepares, maintains, and tracks daily, monthly, and biannual attendance reports in accordance with established deadlines for submission to local and state agencies; supplies data required for the annual mandated audit.
- Reviews attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations; distributes weekly verification lists to teachers.
- Acts as a point of contact among students, parents/guardians, staff, and external agencies concerning student attendance and associated policies, procedures, rules, and regulations, handles incoming and outgoing phone calls, relays messages, responds to inquiries, and provides relevant information.
- Monitors and reports chronic absentees to Principal and documents actions taken.
- Prepares and sends the first through the third level truancy letters to parents/guardians of chronically truant students; reports truancy data to the County District Attorney's Office when required.
- Assists the School Office Coordinator with annual registration of new and returning students by verifying residency, collecting required documents, following up with parents, and finalizing class lists.
- Serves as receptionist, assisting visitors and directing inquiries to appropriate staff.

- Oversees field trip documentation and files permission forms confirms chaperones and volunteers have District clearance; accurately verifies and records student attendance for field trips.
- Oversees Independent Study (IS) requests and approvals; gathers assignments from teachers and collects student work; records attendance per regulations.
- Composes correspondence from written or verbal instructions; prepares, formats, edits, proofreads, and revises written materials; maintains confidentiality of sensitive and privileged information.
- Collects information and statistics and creates required reports, letters, memos, charts, lists, and other materials.
- Handles and prioritizes email, calls, and mail.

DUTIES SPECIFIC TO FOREST GROVE ELEMENTARY:

- Serves as lead support for Universal Preschool-Kindergarten (UPK) including student registration, attendance, and generating required state reports.
- Monitors District digital visitor management system; assists with visitor sign in process.

DUTIES SPECIFIC TO ROBERT DOWN ELEMENTARY:

- Maintains complete records for facility keys, tracking key numbers, and dates of issuance and return.
- Designs, edits, and publishes documents including event posters, award certificates, school maps, flow charts, and manages school marquee.

OTHER DUTIES:

- Stays updated on relevant laws, regulations, and policies related to student attendance in public schools.
- In the temporary absence of health office staff, provides health office coverage; administers basic first aid and medication according to established policies, procedures, and directions; maintains related logs.
- May assist with supervising students serving in-school suspension or with emergent disciplinary situations.
- In the temporary absence of the School Office Coordinator, may serve as a backup including but not limited to opening and closing the school, providing substitute teachers with information and supplies, and reporting teacher absences.
- Attends and participates in required meetings, workshops, and trainings.
- Assists office team with events including promotions and safety drills.
- Assists in the opening and closing of the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Associate's degree from an accredited college or university including coursework in a field(s) related to areas of the assignment; **OR**
- High school diploma or equivalent and two (2) years of experience successfully performing clerical, administrative, or secretarial tasks.
- Relevant experience in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, may count toward the education or experience requirement.

LICENSES and OTHER REQUIREMENTS:

- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Software applications that include word processing and databases (e.g.; Microsoft Office)
- Effective methods of time management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, and record-keeping.
- Correct English verbal and written communication including spelling, grammar, punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate and execute technical and clerical procedures and directives in accordance with assigned duties and office policies.
- Learn and use technology and computer software applications as appropriate to the work assignment.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to attendance functions and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copiers, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate effectively in English, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the

community in different situations demanding diplomacy, poise, and firmness.

- Work under general supervision and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing the scope of authority in this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience in a public school or government entity.
- Experience using school district specific software applications.

PHYSICAL AND MENTAL CHARACTERISTICS *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site including traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments, and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS AND HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer and potential exposure to upset or dissatisfied parents/guardians and students; potential exposure to blood borne pathogens. Intermittently required to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Clerk III

Committee Final: 4-30-2026

CSEA Ratified Date:

Adopted by the Board of Education:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: OFFICE TECHNICIAN

CLASSIFIED SALARY SCHEDULE: Range 33

IMMEDIATE SUPERVISOR: Principal or Assistant Principal

DEFINITION: Under general supervision of the Principal or Assistant Principal with guidance from the School Office Coordinator, performs a range of intermediate level technical and clerical tasks supporting the office team at the adult education and middle school sites; greets and assists students, parents/guardians, and visitors; assists with office projects during peak times and with event coordination.

DISTINGUISHING CHARACTERISTICS: The **Office Technician** is distinguished from other clerical jobs by being assigned to a school site functioning as part of a team in a support capacity. The School Office Coordinator provides direction and coordination of office functions for the other office support staff, including Office Technician.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Performs a range of responsible technical and clerical work to include work requiring in-depth knowledge of a specific school site, District program, or initiative.
- Coordinates and plans functions in the office to ensure that policies and procedures are followed and deadlines are met.
- Greets and assists students, staff, and visitors; acts as a resource and provides information regarding school and District policies; directs inquiries to other staff when appropriate.
- Composes a range of routine and complex materials requiring knowledge of relevant policies and procedures and interaction with others; prepares correspondence, reports, newsletters, bulletins, and other documents; formats, edits, proofreads, and revises written materials; posts, mails, or distributes documents as appropriate; maintains confidentiality of sensitive and privileged information.
- Researches and collects information, data, and statistics; prepares reports, charts, lists, and other materials, following required timelines; provides reports to administration upon request.
- Handles and prioritizes email and calls; may sort and distribute incoming mail.
- Responsible for or assists with student attendance and recordkeeping; reports daily or monthly student attendance as required by assignment, utilizing site specific attendance tracking systems.

Duties Specific to Middle School Assignment:

- Logs community service hours, generates reports, and instructs students on viewing hours.
- Supports athletics program by facilitating sign-ups, managing and tracking sports physicals, providing player rosters, preparing and distributing information to coaches and families, coordinating early release for players, distributing PE and team uniforms, and scheduling team photos.

- Assists with ensuring campus safety by checking in and screening visitors; ensure the release of students to authorized parent/guardian or other approved individuals,
- Coordinates with teachers to schedule parent/guardian conferences.
- Organizes and facilitates Student of the Month program.
- Assigns student lockers.
- Supervises student office assistants and students serving in-school suspension or with emergent disciplinary situations, when assigned.
- In the temporary absence of health office staff, provides health office coverage; administers basic first aid and medication according to established policies, procedures, and directions; and maintains related logs.

Duties Specific to Adult Education Program:

- Manages the student registration system, ensuring all new and existing classes and sessions are current.
- Handles student registration for specific programs, enrolls students in classes, processes initial and recurring fees, requests transcripts, verifies previous coursework and credits, oversees class waitlists, and offers technical assistance to users of the registration system.
- Collects and counts cash receipts and prepares deposits.
- Manages and administers student assessments such as language proficiency, benchmark testing, high school diploma exams, and keyboarding tests.
- Assigns classrooms for each session, maintains complete records for facility keys, and generates maintenance work orders.
- May be assigned to design and create updated quarterly class brochure and to manage social media posts and other media platforms.
- Updates and distributes class and program calendars.

OTHER DUTIES:

- Handles and prioritizes email, calls, and mail; assists visitors, and directs inquiries to appropriate staff.
- Stays updated on relevant laws, regulations, and policies related to areas of assignment.
- Attends and participates in required meetings, workshops, and trainings.
- May assist in requisitioning office and educational supplies and equipment.
- Assists office team in coordinating events including graduations and promotions.
- Participates in opening and closing the school office each year.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Associate's degree from an accredited college or university including coursework in a field(s) related to areas of the assignment; **OR**
- High school diploma or equivalent and two (2) years of experience successfully performing clerical, administrative, or secretarial tasks.
- Relevant experience in the Pacific Grove USD, where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities, may count toward the education or experience requirement.

Licenses and Other Requirements:

- None

Knowledge:

- Software applications that include word processing and database (e.g.; Microsoft Office).
- Effective methods of time management.
- Current office procedures and practices including filing systems, reception and telephone etiquette, and recordkeeping.
- Correct English verbal and written communication including spelling, grammar, punctuation, and vocabulary; letter and report writing standards.
- Standard math.

Skills and Abilities:

- Plan, formulate and execute technical and clerical procedures and directives in accordance with assigned duties and office policies.
- Learn and use technology and computer software applications as appropriate to the work assignment.
- Learn, interpret, implement, and explain specific rules, laws, and policies related to attendance functions and apply them with good judgment in a variety of situations.
- Proficiently operate office equipment including but not limited to computer, scanner, and copiers, including ability to maintain and troubleshoot minor problems.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Gather information to prepare understandable, accurate reports and statistical records.
- Perform mathematical calculations quickly and accurately.
- Prepare correspondence and written documents based on either oral or written instructions.
- Prioritize tasks, stay organized, handle multiple duties, and keep records up to date within set deadlines.
- Understand and carry out oral and written directions.
- Communicate effectively in English, both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the performance of required duties including students, parents/guardians, staff, and the community in different situations demanding diplomacy, poise, and firmness.
- Work under general supervision and function effectively within a team setting.
- Work under pressure with the ability to remain flexible and focused during frequent interruptions and distractions.
- Handle information in a discreet and confidential manner.
- Analyze situations accurately and adopt an effective course of action.
- Use good judgment in recognizing the scope of authority in this position.
- Administer basic first aid to students.
- Demonstrate awareness and sensitivity to those of culturally and linguistically diverse backgrounds.

DESIRABLE QUALIFICATIONS:

- Experience in a public school or government entity.

- Experience using school district specific software applications (i.e.; attendance accounting, student information system).
- *Adult Education*: Valid First Aid and CPR certification.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position and sustain moderate physical effort.
- Remain in a stationary position for extended periods of time.
- Regularly move about inside the office to access file cabinets, office machinery, etc.
- Regularly move about outside of the office to access other areas of the site including traversing pavement, asphalt, and grassy areas.
- Regularly transport materials and equipment weighing up to 20 pounds across office.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Perceive details at close range to determine accuracy of reports and documents.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, two-way radio, and email.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments, and decisions.
- Stamina to maintain long periods of intense concentration.

WORKING CONDITIONS and HAZARDS:

Indoor office working environment subject to prolonged periods of time working at a computer and potential exposure to upset or dissatisfied parents/guardians and students and potential exposure to blood borne pathogens. Middle school position: intermittent requirement to work outdoors to complete specific assignments.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Formerly: Clerk III
Committee Final: 4-30-2026
CSEA Ratified Date:
Adopted by the Board of Education:

Tentative Agreement

CSEA-PGUSD
Classification and Compensation Study Cycle 1

September 28, 2026

EXHIBIT C

Eliminated Classifications

Eliminated Classifications

- Administrative Specialist - Curriculum
- Administrative Specialist - Special Education and Student Services
- Administrative Specialist - MOT
- Administrative Assistant IV
- Administrative Assistant III
- Administrative Assistant II
- Office Manager
- Account Clerk III
- Account Clerk I
- Food Service III
- Food Service II
- Food Service I

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Director of School Nutrition Reclassification

Recommendation

The District Administration recommends that the Board approve the updated job description and compensation adjustment for the Director of School Nutrition.

Background

When circumstances alter the responsibilities of an administrative position, the District must adjust the position's job description and consider a compensation increase to reflect the change in the scope of work. Any updates to the job descriptions and level of compensation require approval by the Board of Trustees.

Information

In 2020 when the state initiated the universal meals program in California, PGUSD's student meal program went from serving 115,000 meals in 2018-19 to 345,600 meals in 2025-2026 (plus 1,000 staff meals). The School Meals budget (Fund 13) increased from \$655,000 in 2019-20 to \$1.65 million in 2026-2027. This increase in volume, budget, and staffing has resulted in an expansion of duties for the Director of School Nutrition. In addition, the Director has overseen improvements in outdoor eating areas and established more points of sale, so students can receive their meals with greater ease and efficiency.

25-26									
	work year	1	2	3	4	5	6	7	8
Nutrition Director	220	113,280	117,874	122,467	127,061	131,654	136,248	140,841	145,436
Director of School Nutrition	222	148,357	150,102	151,967	153,645	155,445	157,263	159,097	160,652
26-27									
	work year	1	2	3	4	5	6	7	8
Nutrition Director	220	115,546	120,231	124,916	129,602	134,287	138,973	143,658	148,345
Director of School Nutrition	222	151,324	153,104	154,904	156,718	158,554	160,408	162,279	164,171

The compensation increase will align the Director of School Nutrition with other Director pay in the District and place us in the top quartile among comparable districts. The Director of School Nutrition's salary is paid from Fund 13, so there will be no impact to the Unrestricted General Fund. With a noticeable increase in the quality of meals and a substantive rise in the volume of meals provided, the District recommends this reclassification and compensation adjustment to ensure continued quality in the food program.

Fiscal Impact

Total: \$13,564

25/26 (retro paid on 220 work days in 26/27): \$4,554 (inc. stat benefits)

26/27: \$9,010 (inc. stat benefits)

2026/27 ▾

(13) Cafeteria ▾

Program/Grant

Food Service (Fund 13) Universal Meals

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

<i>POSITION TITLE: SCHOOL NUTRITION DIRECTOR</i>

DEFINITION: Under the direction of the superintendent or designee, plans, organizes and directs the district Child Nutrition Program according to policies and procedures, and federal/state requirements. Supervises and trains food service personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Implements a customer service driven philosophy with education partners such as administrators, teachers, parents, and students that focuses on nutrition, nutritional education, value, and satisfaction.
- Establishes a program that supports healthy food habits consistent with the District Student Wellness Policy and Regulations.
- Establishes quality standards for the presentation and service of food.
- Maintains high standards of sanitation and safety.
- Maintains an efficient and cost effective food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
- Maintains records of income and expenditures, food supplies, personnel and equipment.
- Develops, trains, and integrates employee safety regulations into all phases of the school food service operation.
- Establishes and maintains the program budget while maintaining financial objectives and goals for the food service program.
- Maintain continuing education/training for state and federal program compliance
- Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures.
- Enforces federal/state regulations regarding nutritional standards, reports, and records.
- Prepares and maintains all records for required audits and reviews.
- Oversees the administration of the district's free and reduced price meals program according to federal regulations.
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel.
- Present comprehensive information in public forums
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Food service program requirements.
- Quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- Food service program finances.
- Technology used in the maintenance of an efficient food service program; Computers and computer record keeping programs.

<i>POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued</i>
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Ability to:

- Interpret a nutrient analysis spreadsheet and develop menus in compliance with policies and regulations.
- Maintain records and complete reports, including web-based reporting.
- Use public relations techniques to promote the food service program to children, school personnel and the public.
- Read, write and understand the English language.
- Learn quickly, work independently, and carry out oral and written instructions.
- Communicate in writing for the purposes of composing the required reports and other correspondence.
- Communicate and work with the media and stakeholders to publicize the nutrition integrity of school meals.
- Work as an effective team leader within the district and with vendors.
- Work with others integrating nutrition education into other core subject areas.

EDUCATION AND EXPERIENCE:

- Education and experience equivalent to graduation from an accredited four-year college or university in food service management, nutrition, family and consumer sciences, nutrition education, culinary arts, business or a closely related field and a minimum of one year of professional level experience in foodservice management is required. OR a combination of three years of experience in a similar role, education, and supplemental coursework may be substituted for the degree.
- Must meet USDA recommended minimum standards
- Three years of successful experience in foodservice management; experience in schools is desirable.
- A minimum of 8 hours of food safety training is required within 5 years prior to the hiring date or completed within 30 days of hire.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading laws and codes, rules and policies, and other related matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Lift and carry up to 50 lbs.
- Operate kitchen equipment.
- Work rapidly and use both hands to prepare food.
- Reach in all directions.

- Think clearly and rationally to solve problems.

<i>POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued</i>
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WORKING CONDITIONS:

Outdoor and indoor working environments; subject to bending, crouching, and kneeling in confined spaces such as cabinet areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of sitting/standing/walking.

LICENSE OR CERTIFICATES:

- Valid Certification of the National Registry of Food Safety Professionals having completed and passed the Food Safety Manager Certification Examination.
- Valid California Driver's license.
- Valid CPR/First Aid certification desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Date of Board Adoption: June 15, 2006, revised and adopted February 13, 2019

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR OF SCHOOL NUTRITION

MANAGEMENT SALARY SCHEDULE

DIRECT SUPERVISOR: ASSISTANT SUPERINTENDENT BUSINESS SERVICES

DEFINITION: Under the limited direction of the Assistant Superintendent of Business Services or designee, plans, organizes, and directs the district Child Nutrition Program according to district policies and procedures, state requirements, and federal regulations. Supervises, trains, and evaluates food service personnel. Develops and maintains high standards of food preparation and service with emphasis on nutritional value, menu appeal, cost-effectiveness, and regulatory compliance.

DISTINGUISHING CHARACTERISTICS: The **Director of School Nutrition** is a department head level position responsible for the complete operational, administrative, and financial management of the district's Child Nutrition Program across all school sites.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this position. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Implements a school nutrition program with an emphasis on high quality daily meal plans that appeal to student appetite.
- Establishes and maintains a program that supports healthy food habits consistent with the District Student Wellness Policy/Regulations in support of educational goals and collaborates with school staff on wellness initiatives.
- Prepares and presents to the board of education updates on school nutrition programs and special projects.
- Oversees local sourcing programs, food waste reduction/composting, and ensures strict adherence to Buy American provision guidelines.
- Establishes quality standards for the presentation, taste, and service of food.
- Develop and implement scratch-made recipes and balanced menus to increase meal quality and student participation.
- Coordinates all kitchen equipment maintenance, replacement, and building repairs with appropriate school district personnel.
- Establishes and maintains the program budget while achieving financial objectives and

goals for the food service program.

- Maintains detailed records of income, expenditures, food supplies, inventory, personnel, and equipment.
- Oversees formal bidding processes (RFPs), vendor selection, contract enforcement, and procurement compliance in alignment with local, state, and federal standards.
- Identifies, applies for, and manages state, federal, and private nutrition grants (e.g., kitchen infrastructure and farm-to-school grants).
- Enforces federal and state regulations regarding nutritional standards, reports, and recordkeeping for the preparation of all records required for state and federal audits, Administrative Reviews, and program evaluations.
- Oversees the administration of the district's Free and Reduced-Price Meals program according to federal and state regulations.
- Manages online meal applications, state reporting, and compliance for the Free and Reduced-Price Meals program.
- Schedules, supervises, trains, and evaluates all school nutrition personnel.
- Ensures department compliance with USDA Professional Standards for Child Nutrition Professionals, including tracking and completing annual continuing education/training requirements.
- Maintains high standards of sanitation and safety in accordance with local health codes and Hazard Analysis Critical Control Point (HACCP) principles.
- Develops, trains, and integrates employee safety regulations into all phases of the school food service operation.
- Ensures compliance with collective bargaining agreements and participates in labor relations and grievance resolution as needed.
- Uses public relations techniques to publicize and promote the nutrition integrity of school meals to children, personnel, and the community.
- Serves as an effective team leader within the district and maintains positive relationships with vendors and community partners.
- Coordinates emergency feeding operations during local emergencies, school closures, or natural disasters.

OTHER DUTIES:

- Performs other job-related duties as assigned by the supervisor.
- Stays updated on relevant laws, regulations, and policies related to areas of assignment.
- Participates in required District trainings and meetings.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options:*

- **OPTION 1:** Graduation from an accredited four-year college or university with a major in food service management, nutrition, dietetics, hospitality management, business administration, or a closely related field **AND** a minimum of three (3) years of professional-level, increasingly responsible experience in food service management (experience in a school district or public agency setting is highly desirable). **OR**
- **OPTION 2:** A combination of equivalent education, supplemental coursework, and three (3) years of successful experience in a similar food service management role substituting for the bachelor's degree.
- Must meet state and federal hiring standards under the **USDA Professional Standards for School Nutrition Professionals** based on district student enrollment.

Licenses and Other Requirements:

- Valid Food Safety Manager Certification from an accredited provider.
- Valid California Driver's License.
- Compliance with mandatory USDA annual continuing education/training hours.
- Valid CPR and First Aid Certification (Desirable).

Knowledge:

- Requirements, rules, and regulations governing K–12 Child Nutrition Programs.
- Quantity food production, recipe scaling, menu planning, and serving techniques.
- Food safety, sanitation, HACCP guidelines, and public health codes.
- Financial management, budgeting, revenue analysis, and public procurement regulations.
- Modern specialized food service software and technology, including Point of Sale (POS) systems, inventory management software, online meal portals, and nutrient analysis/menu planning software.

Skills and Abilities:

- Interpret nutrient analysis spreadsheets and design compliant, appetizing menus.
- Maintain complex records and submit accurate web-based state and federal reports.
- Read, write, understand, and communicate effectively in English.
- Learn quickly, work independently, and execute oral and written instructions.
- Prepare comprehensive reports, budgets, grant applications, and written correspondence.
- Build positive public relations and communicate effectively with media, parents, staff, and students.
- Lead, train, schedule, and evaluate staff effectively.
- Problem-solve critically, logically, and calmly under pressure.

DESIRABLE QUALIFICATIONS:

- Experience managing school nutrition programs in a California K–12 public school district.

- Master's degree or registered dietitian (RD) status.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Remain in a stationary position or stand for extended periods of time.
- Regularly move about to access equipment and machinery and outside to access other areas of the site, and travel to other sites.
- Regularly operate food services equipment, computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- See for the purpose of reading menus, instructions, labels, discern the accuracy of reports and documents, computer screen, safe operation of equipment, and monitor students and food quality and quantity.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, and email.
- Bend at the waist, kneel, and crouch.
- Lift, push and pull moderately heavy food trays, carts, materials and supplies.
- Dexterity of the hands and fingers to operate nutrition service equipment, computer, and POS system.
- Reach in all directions.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs., with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions
- Operate a vehicle, observing legal and defensive driving practices.

WORKING CONDITIONS AND HAZARDS:

Primarily assigned to an indoor office environment, subject to prolonged periods of time working at a computer terminal. Drives to and from district office and school sites.

Also assigned to Indoor kitchen/cafeteria environment where significant health and safety considerations exist from physical labor, equipment, and materials in conditions that vary in temperature and stability including burns from hot surfaces, equipment, and liquids; cuts from knives and other sharp objects, potential fire and electrical hazards, and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer and heat while in a kitchen with ventilation. May be assigned to serve food at outdoor locations with exposure to the sun, heat, and inclement weather.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Adopted by the Board of Education:

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Resolution No. 1207 – Proclaiming October 12-18, 2026 Week of the School Administrator

Recommendation

The District Administration recommends that the Board review and adopt Resolution Number 1207 proclaiming October 12, 2026 through October 18, 2026 as Week of the School Administrator.

Background

The "Week of the School Administrator" is a contemporary tradition that recognizes the crucial role of educational leaders. This observance lacks a single founder and is primarily promoted through state and local efforts. The term school administrator is a broad designation that encompasses many key leadership posts, including superintendents, principals, and curriculum and assessment leaders. These professionals, whether they began their careers as teachers or in other fields, have a shared dedication to improving public education and enhancing student achievement. The observance, such as California's official recognition of the second full week of October, serves as a way to formally acknowledge their complex and critical contributions to the success of students and the overall school environment.

Information

In observance of the importance of educational leadership, CA Education Code 44015.1 proclaims the week of October 12-18, 2026 as "Week of the School Administrator."

Fiscal Impact

N/A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1207

Resolution Proclaiming October 12, 2026 through October 18, 2026 as “Week of the School Administrator”

WHEREAS, the Pacific Grove Unified School District recognizes the invaluable leadership and dedication of its school administrators; and

WHEREAS, the Pacific Grove Unified School District serves over 1,600 students in grades K-12, in addition to its adult education students; and

WHEREAS, the term school administrator is a broad designation that includes superintendents, assistant superintendents, principals, assistant principals, as well as leaders in special education, adult education, and curriculum development; and

WHEREAS, these committed professionals are responsible for the complex task of managing school operations, ensuring student and staff safety, fostering positive learning environments, and serving as the vital connection between teachers, students, parents, and the community; and

WHEREAS, the Pacific Grove Unified School District Board of Education acknowledges that these individuals, many of whom began their careers as teachers, have demonstrated tireless dedication in their efforts to effectively lead public education and improve student achievement; and

WHEREAS, a week of formal recognition is a fitting way to express gratitude for their unwavering commitment and hard work;

NOW, THEREFORE, BE IT RESOLVED that the Pacific Grove Unified School District Board of Education does hereby proclaim the week of October 12-18, 2026, as "Week of the School Administrator".

BE IT FURTHER RESOLVED that the Board encourages all students, staff, parents, and community members to join in celebrating and honoring the essential contributions of our school administrators during this designated week.

ADOPTED, SIGNED, AND PASSED by the Pacific Grove Unified School District Board of Education this 8th day of October, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jennifer McNary, President

Beth Shammass, Clerk

Laura Ottmar, Board Member

Mike Wachs, Board Member

Dr. Linda Adamson, Superintendent

Board Cover Sheet

Action/Discussion

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Resolution No. 1208 – Recognizing November as National Native American Heritage Month

Recommendation

The District Administration recommends that the Board review and adopt Resolution Number 1208 proclaiming November 2026 as National Native American Heritage Month.

Background

Native American Heritage Month is observed every November to honor the diverse cultures, histories, and contributions of Indigenous peoples. The recognition began with early 20th-century efforts to create a national day for American Indians, which evolved into "American Indian Awareness Week" in the 1970s and 80s. The movement led to President George H. W. Bush officially designating November as "National American Indian Heritage Month" in 1990. The month provides a crucial opportunity to learn about the unique challenges Native communities have faced, celebrate their resilience, and recognize their significant impact on the nation's character.

Information

School districts play a vital role in celebrating National Native American Heritage Month by integrating Indigenous history and perspectives into their curriculum and community. Moving beyond stereotypical activities, many districts now use the month to foster a more inclusive, year-round learning environment. This is accomplished by using resources created by Native people, inviting guest speakers from local tribes, teaching about contemporary issues, and acknowledging that schools are built on ancestral lands. This approach honors the past and uplifts the present and future of Native American heritage.

Fiscal Impact

N/A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1208

Resolution Recognizing November 2026 as National Native American Heritage Month

WHEREAS, the United States of America is home to numerous diverse and vibrant Indigenous cultures and peoples, including the ancestral guardians of the lands now known as Pacific Grove, the Ohlone and Esselen peoples; and

WHEREAS, the histories, traditions, contributions, and profound resilience of Native American peoples are integral to the identity and heritage of our nation, our state, and our local community; and

WHEREAS, a deeper understanding of Native American history, cultures, and contemporary issues is essential for students to develop a comprehensive and accurate view of the world, challenging historical inaccuracies and stereotypes; and

WHEREAS, in 1990, the United States officially designated the month of November as National Native American Heritage Month to provide a dedicated time for all Americans to honor and celebrate the rich legacy of American Indians and Alaska Natives; and

WHEREAS, the Pacific Grove Unified School District is committed to fostering an inclusive educational environment that honors the diversity of its students, families, and community by providing culturally relevant and accurate educational resources;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Pacific Grove Unified School District hereby declares the month of November 2026 as National Native American Heritage Month in the Pacific Grove Unified School District.

BE IT FURTHER RESOLVED, that the District encourages and supports all schools and departments in observing this month through educational programs, activities, and curriculum that highlight the invaluable contributions, history, and enduring presence of Native American peoples.

BE IT FURTHER RESOLVED, that the District shall continue its commitment to integrating accurate, respectful, and comprehensive lessons on Native American history and culture throughout the school year, fostering a greater understanding and appreciation of Indigenous perspectives.

ADOPTED, SIGNED, AND PASSED this 8th day of October, 2026, by the Board of Education of the Pacific Grove Unified School District, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jennifer McNary, President

Beth Shammass, Clerk

Laura Ottmar, Board Member

Mike Wachs, Board Member

Dr. Linda Adamson, Superintendent

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Resolution No. 1204 Establishing a PGUSD Career Technical Education Advisory Committee (CTEAC)

Recommendation

The Administration recommends that the Board review and approve Resolution No. 1204 which establishes a District Career Technical Education Advisory Committee (CTEAC).

Background

Under California Education Code Section 8070, any school district maintaining career technical education (CTE) programs is required to establish a Career Technical Education Advisory Committee (CTEAC).

Furthermore, with the passage of California Proposition 2 (the Kindergarten Through Community College Public Education Facilities Bond Act), the State of California provides matching grant opportunities for K–12 facility modernization and new construction.

To qualify for and submit grant applications through the Office of Public School Construction (OPSC) and the California Department of Education (CDE), a district must have a legally constituted CTEAC that reviews and approves proposed project plans and equipment specifications.

Information

To fulfill statutory obligations while avoiding administrative duplication and committee fatigue, the District proposes establishing the CTEAC as a Subcommittee operating under the existing District Facilities Advisory Committee.

This structural alignment allows PGUSD to:

1. **Ensure Legal Compliance:** Satisfy Education Code § 8070 composition requirements by appointing industry, business, labor, CTE teacher, and community college representatives to the subcommittee.
2. **Qualify for State Funding:** Establish the necessary statutory oversight to apply for Proposition 2 state matching grants for PGUSD CTE facilities.
3. **Streamline Oversight:** Directly integrate specialized CTE lab and facility planning into the broader District Facilities Master Plan overseen by the Parent Facilities Committee.

Passage of Resolution No. 1204 officially establishes the CTEAC as a specialized subcommittee under the Facilities Advisory Committee, creating a direct pipeline for industry leaders and educators to inform long-range facility plans. Current Facilities Advisory Committee members will serve in the role of CTEAC Advisory related to projects being submitted to the state under Proposition 2 matching funds.

This action formally satisfies California Education Code § 8070 requirements, and unlocks the District's eligibility to apply for competitive Proposition 2 state matching funds for facility modernization through the CDE and OPSC.

Fiscal Impact

None

2026/27 ▾

Pacific Grove Unified School District
Board of Education
Resolution Number No. 1204
RESOLUTION #1204 Establishing a District CTEAC

WHEREAS, California Education Code Section 8070 mandates that the governing board of each school district maintaining career technical education (CTE) programs shall establish a career technical education advisory committee to develop recommendations on CTE programs and provide assistance in maintaining industry standards; and

WHEREAS, the Board of Trustees of the [District Name] is committed to offering high-quality, rigorous Career Technical Education pathways that prepare students for college, technical training, and high-demand careers; and

WHEREAS, active participation from local business leaders, trade professionals, postsecondary partners, labor representatives, and educators is essential to ensure curriculum, technology, and learning facilities align with current labor market demands; and

WHEREAS, maintaining a legally constituted Career Technical Education Advisory Committee is a statutory prerequisite to apply for and receive state and federal funding, including California Proposition 2 facility matching grants and Perkins V funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the [District Name] as follows:

1. **Establishment:** The Board of Trustees hereby formally establishes the Career Technical Education Advisory Committee (CTEAC) pursuant to California Education Code Section 8070.
2. **Committee Composition:** The CTEAC shall be composed of members appointed or designated by the Board or Superintendent, representing local trades, business and industry, labor organizations, postsecondary educational institutions, CTE teachers, school administrators, parents/guardians, and students.
3. **Duties & Authority:** The CTEAC shall advise the governing board on current job market workforce needs, review CTE curriculum and facility specifications, evaluate equipment needs, and formally endorse state and federal CTE grant applications on behalf of the District.
4. **Governance & Structure:** The committee shall operate in accordance with established District policies and statutory requirements, maintaining regular meeting schedules, public agendas, and recorded minutes to ensure transparency and audit compliance.

PASSED AND ADOPTED by the Governing Board of the Pacific Grove Unified School District on this this 8th day of October 2026, by the following vote:

AYES: NOES: ABSENT:

**Pacific Grove Unified School District
Board of Education
Resolution Number No. 1204
RESOLUTION #1204 Establishing a District CTEAC**

Jennifer McNary, President

Beth Shammass, Clerk

Laura Ottmar, Board Member

Mike Wachs, Board Member

Dr. Linda Adamson, Superintendent

PGUSD

Facilities Committee

CTEAC Subcommittee

Executive Summary

To support PGUSD's educational master planning and maximize state funding opportunities, this document outlines the framework for establishing a dedicated **Career Technical Education Advisory Committee (CTEAC)** structured as a specialized subcommittee under the existing **Facilities Advisory Committee**.

With the passage of California Proposition 2 (the Kindergarten Through Community College Public Education Facilities Bond Act), the State of California has allocated matching grant opportunities specifically for Career Technical Education (CTE) facility modernization and construction.

Establishing a legally compliant CTEAC is a statutory prerequisite under **California Education Code § 8070** to apply for and receive these state matching funds through the Office of Public School Construction (OPSC) and the California Department of Education (CDE).

By establishing the CTEAC as a subcommittee under the Facilities Advisory Committee, PGUSD achieves full legal compliance, avoids administrative duplication, and directly connects long-range facility infrastructure with modern industry workforce needs.

Purpose and Statutory Role

The primary purpose of the CTEAC Subcommittee is twofold:

1. **Grant Eligibility & Compliance:** Fulfill California Education Code requirements enabling PGUSD to submit competitive CTE Facility Program funding applications under Proposition 2.
2. **Industry-Aligned Facility Planning:** Advise the Parent Facilities Committee and the Board of Education on labor market demands, curriculum alignment, industry-standard equipment, and facility specifications necessary to deliver high-quality CTE pathways (e.g., engineering, media arts, culinary arts, environmental science).

Key Considerations for PGUSD

1. Mandatory Committee Composition (EC § 8070)

While the Facilities Advisory Committee focuses on general district infrastructure, the CTEAC Subcommittee must maintain specific representation mandated by California law.

The Subcommittee will consist of representatives from the current Facilities Advisory Committee who may represent:

- **Local Trades, Business & Industry**
- **Labor Organizations**
- **Postsecondary Education**
- **PGUSD Staff & Community**

PGUSD
Facilities Committee
CTEAC Subcommittee

2. Operational & Governance Structure

- **Parent Committee Relationship:** The CTEAC operates as a specialized arm of the Facilities Advisory Committee.
- **Agendas & Public Records:** To satisfy state audit guidelines for Prop 2 and Perkins V funding, the CTEAC Subcommittee will maintain dedicated meeting agendas.

Strategic Alignment with Proposition 2 State Matching Funds

California Proposition 2 provides competitive, matching grants for K–12 CTE facility construction and modernization. To qualify, school districts must demonstrate that proposed facility improvements directly support accredited, industry-aligned CTE pathways.

Prop 2 Funding Requirement	Role of the CTEAC Subcommittee
Industry Need Verification	Validates that proposed facility upgrades reflect current regional labor market demands and local industry trends.
Curriculum & Equipment Review	Confirms that proposed architectural layouts accommodate required industry-grade equipment, specialized shop tools, and lab safety features.
Postsecondary Alignment	Facilitates partnerships with regional colleges to ensure facility designs support dual enrollment and articulated course pathways.
Grant Application Endorsement	Reviews and formally endorses the educational specifications required for state facility grant submission.

Implementation Roadmap

Board Action: Adopt a resolution authorizing the establishment of the CTEAC Subcommittee under the Facilities Committee pursuant to EC § 8070.

PGUSD
Facilities Committee
CTEAC Subcommittee

1. **Member Recruitment & Appointment:** Solicit nominations for industry, trade, and postsecondary representatives on the Facilities Advisory Committee..
2. **Inaugural Meeting & Pathway Audit:** Convene the subcommittee to review existing high school CTE labs/classrooms and evaluate local industry needs.
3. **Prop 2 Grant Project Identification:** Develop facility scope recommendations for target CTE pathways and submit project proposals to the Facilities Advisory Committee for inclusion in upcoming grant cycles.

Conclusion

Creating the CTEAC as a subcommittee of the Facilities Committee provides PGUSD with an efficient, legally sound model for long-range planning. This structure preserves administrative efficiency by utilizing our existing committee framework, while establishing the necessary oversight to unlock Proposition 2 state matching funds for the enhancement of district facilities and student career pathways.

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Establishing Lease Lease-Back as a Delivery Method for PGUSD Facilities Master Plan Bond Projects via Resolution No. 1205

Recommendation

The Administration recommends that the Board review and approve Resolution No. 1205 Adopting the Lease-Leaseback Project Delivery Method Pursuant to Education Code Section 17406 for District Bond Construction Projects

Background

As part of the District's ongoing capital improvement and voter-approved Bond program, PGUSD is preparing to deliver several complex, long-schedule, single-site facility construction and modernization projects. Under California Education Code Section 17406, public school districts are authorized to utilize the **Lease-Leaseback (LLB)** project delivery method as an alternative to traditional hard-bid Design-Bid-Build procurement.

Under Lease-Leaseback, the District leases site property to a developer/contractor team for a nominal fee, the builder constructs or modernizes the facility based on an agreed-upon Guaranteed Maximum Price (GMP), and the District leases the site back over a specified timeframe while making progress payments.

Under a Lease-Leaseback (LLB) agreement, a school district leases its property to a contractor for a nominal fee, and the contractor builds or modernizes the facility before leasing it back to the district. The district selects the builder based on overall value and qualifications rather than just the lowest bid, paying off the project via lease payments structured around a Guaranteed Maximum Price. Once the payments are complete, full ownership of the new facility transfers back to the school district.

Information

Utilizing the Lease-Leaseback delivery method offers significant operational, financial, and risk-management advantages for the District's upcoming long-schedule bond projects:

- **Best-Value Selection:** Unlike traditional low-bid procurement—which often results in change-order disputes and scope gaps; LLB allows PGUSD to select a contractor based

on a comprehensive "Best Value" evaluation of demonstrated qualifications, safety records, past performance, and competitive pricing.

- **Cost Predictability & Risk Mitigation:** The contractor provides a Guaranteed Maximum Price (GMP) with transparent, open-book subcontractor bidding, shifting the risk of cost overruns and delays away from the District.
- **Optimized Internal Management Structure:** PGUSD has a dedicated in-house Construction Manager, Dustin, who oversees project delivery. Using Lease-Leaseback allows the District to maintain strong, direct owner oversight and audit controls over the developer during construction without paying redundant pre-construction management fees associated with other alternative delivery methods.

Adopting Resolution No. 1205 establishes Lease-Leaseback as an approved procurement method for designated major single-site projects, enabling District staff to issue Request for Proposals (RFPs) and bring specific site project contracts back to the Board for approval.

Fiscal Impact

None directly associated with the passage of this resolution. Project-specific contracts will be submitted to the Board of Trustees for individual approval as projects are brought forward, funded through voter-approved District Bond proceeds.

**BEFORE THE GOVERNING BOARD OF THE
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
MONTEREY COUNTY, CALIFORNIA**

**IN THE MATTER OF
USE OF LEASE-LEASEBACK FOR
CONSTRUCTION PROJECTS**

**RESOLUTION NO. 1205
RESOLUTION ADOPTING
PROCEDURES AND GUIDELINES FOR
SELECTION OF LEASE-LEASEBACK
CONTRACTOR (Education Code §17406)**

WHEREAS, for lease-leaseback construction contracts awarded on or after January 1, 2017, Education Code section 17406 requires California school districts to use a best value process to select the lease-leaseback contractor; and

WHEREAS, for such lease-leaseback contracts, Education Code section 17406 requires the governing board of the school district to adopt required procedures and guidelines for evaluating the qualifications of proposers that ensure that the best value selections by the school district are conducted in a fair and impartial manner; and

WHEREAS, for such lease-leaseback contracts, Education Code sections 17400 and 17406 states that the best value process shall be a competitive procurement process where the contractor is selected on the basis of objective criteria for evaluating the qualifications of the proposers with the resulting selection representing the best combination of price and qualifications; and

WHEREAS, Education Code section 17406 requires that the lease-leaseback contractor selection process shall at a minimum include that statute's requirements.

NOW THEREFORE BE IT RESOLVED that the procedures and guidelines specified in Education Code section 17406(a)(2)(A)-(G), effective January 1, 2017 (see Exhibit A to this Resolution) are adopted for use when the Pacific Grove Unified School District seeks proposals for a public project using the lease-leaseback delivery method pursuant to Education Code section 17406.

The foregoing Resolution was adopted by the Governing Board of the Pacific Grove Unified School District of Monterey County, State of California, at a meeting held of said Board held on the 8th day of October, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____, President
Governing Board
Pacific Grove Unified School District
Monterey County, California

I, Beth Shammass, Clerk of the Governing Board of the Pacific Grove Unified School District, County of Monterey, State of California, do hereby certify that the foregoing is a true copy of the Resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original Resolution is on file in the office of said Board.

Beth Shammass, Clerk
Governing Board
Pacific Grove Unified School District
Monterey County, California

EXHIBIT A

Procedures and Guidelines for Selection of a Lease-Leaseback Contractor

A. The Pacific Grove Unified School District (“District”) shall prepare a request for sealed proposals from qualified proposers. The District shall include in the request for sealed proposals an estimate of price of the project, a clear, precise description of any preconstruction services that may be required and the facilities to be constructed, the key elements of the instrument to be awarded, a description of the format that proposals shall follow and the elements they shall contain, the standards the District will use in evaluating proposals, the date on which proposals are due, and the timetable the District will follow in reviewing and evaluating proposals.

B. The District shall give notice of the request for sealed proposals in the manner of notice provided in Section 20112 of the Public Contract Code and in a trade paper of general circulation published in the county where the project is located, with the latest notice published at least 10 days before the date for receipt of the proposals.

C. The request for sealed proposals shall identify all criteria that the District will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the District. The price proposal shall include, at the District’s discretion, either a lump-sum price for the instrument to be awarded or the proposer’s proposed fee to perform the services requested, including the proposer’s proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the District. The request for proposals shall specify whether each criterion will be evaluated pass-fail or will be scored as part of the best value score, and whether proposers must achieve any minimum qualification score for award of the instrument under this section.

D. For each scored criterion, the District shall identify the methodology and rating or weighting system that will be used by the District in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

E. Proposals shall be evaluated and the instrument awarded under this section in the following manner:

1. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in the request for sealed proposals.

2. The District shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the District.

3. The award of the instrument shall be made by the governing board of the District to the responsive proposer whose proposal is determined, in writing by the governing board of the District, to be the best value to the District.

4. If the initially selected proposer refuses or fails to execute the tendered instrument or

honor its proposal, the governing board of the District may award the instrument to the proposer with the second highest best value score if the governing board of the District deems it to be for the best interest of the District; and the District may recover damages from the initially selected proposer, or from any security submitted by the initially selected proposer, caused by such refusal or failure. If the second selected proposer refuses or fails to execute the tendered instrument or honor its proposal, the governing board of the District may award the instrument to the proposer with the third highest best value score if the governing board of the District deems it to be for the best interest of the District; and the District may recover damages from the second selected proposer, or from any security submitted by the second selected proposer, caused by such refusal or failure.

5. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit.

F. The governing board of the District, at its discretion, may reject all proposals and request new proposals.

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Establish a Determination and Funding Mechanism for the Office of Public School Construction (OPSC) Application for Small School District via Resolution No. 1206

Recommendation

The Administration recommends that the Board review and approve Resolution No. 1206 to Establish a Determination and Funding Mechanism for the Office of Public School Construction (OPSC)

Background

To secure state matching funds through the Office of Public School Construction (OPSC) under the School Facility Program (SFP), the District is required to formally establish a determination of facility eligibility and identify an authorized local funding mechanism to satisfy local match requirements.

This resolution authorizes the Pacific Grove Unified School District (PGUSD) to apply for state funding and eligibility determinations under the State Allocation Board (SAB) and Department of General Services (DGS) Small School District Program (SSDP), a component of the School Facility Program (SFP). Passing this resolution satisfies state regulations requiring governing board authorization, designation of signers, commitment to facility master planning rules, and verification of a public hearing.

Information

This resolution formally authorizes the Pacific Grove Unified School District (PGUSD) to apply for state funding and eligibility determinations under the State Allocation Board (SAB) and Department of General Services (DGS) Small School District Program (SSDP).

Key Actions & Compliance:

- **Funding Authorization:** Enables participation in the SSDP component of the State School Facility Program (SFP).
- **Designated Representatives:** Authorizes designated district personnel to sign and submit state application documents.
- **Regulatory Compliance:** Satisfies state requirements by committing to facility master planning rules and formally verifying that a public hearing was conducted.

Fiscal Impact

Fund Source: Fund 21

Pacific Grove Unified School District
Board of Education
Resolution Number No. 1206
RESOLUTION #1206 OPSC Eligibility Determination and Funding

**SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING;
DESIGNATION OF AUTHORIZED DISTRICT REPRESENTATIVES**

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the Pacific Grove Unified School District intends to file applications for eligibility determination, file applications for funding, and/or certify information under the Small School District Program (SSDP), a program within the School Facility Program (SFP); and

WHEREAS, a condition of processing the various applications under the SAB and DGS administered programs is a resolution in support of those applications from the Pacific Grove Unified School District Board of Trustees; and

WHEREAS, pursuant to Education Code Section 101460(b)(1)(A), prior to approving a project or projects seeking funds from the SAB, the Pacific Grove Unified School District Board of Trustees shall hold at least one public hearing to solicit input from members of the public regarding the project or projects being proposed for submission; and

WHEREAS, the SAB and DGS require a school district's Board of Trustees to authorize specific individuals to sign and submit information on behalf of a school district; and

WHEREAS, the Pacific Grove Unified School District understands that the signing and submittal of forms on behalf of the school district commits the school district to comply with program requirements.

NOW, THEREFORE, BE IT HEREBY RESOLVED as a condition of participating in the SSDP, as administered by the SAB, the Pacific Grove Unified School District shall submit to the DGS a five-year school facilities master plan, updated five-year school facilities master plan, or a governing board resolution updating the required components of the master plan that were materially affected and a description of what changed, approved by the governing board of the Pacific Grove Unified School District for all *Application for Funding* (Form SAB 50-04) submittals on or after October 31, 2024, of which are subject to Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(f)(1), if the Pacific Grove Unified School District receives a Preliminary Small School District Apportionment on or after October 31, 2024, as a condition of SSDP participation, shall submit a complete and valid master plan with the Form SAB 50-04 request for Final Small School District Apportionment; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(f), the Pacific Grove Unified School District acknowledges that the Apportionment may be rescinded for failure to submit a complete and valid master plan within the timeline specified in (f)(1).

Pacific Grove Unified School District

Board of Education

Resolution Number No. 1206

RESOLUTION #1206 OPSC Eligibility Determination and Funding

The Board of Trustees has held a public hearing to solicit input from members of the public regarding the following project(s) being proposed for submission to the state for funding:

- Forest Grove – Window Replacement
- Robert Down – Special Education Classroom Upgrade
- Robert Down – Campus-wide HVAC System Upgrades
- Robert Down – Auditorium Restoration
- Robert Down – Play Yard ADA Renovation – Phase 2 (currently listed as Outdoor Amphitheater/Classroom)
- Pacific Grove Middle School – HVAC System Upgrades
- Pacific Grove High School – Fire Life Safety, Site Improvements, ADA, Security and Infrastructure (Reworking sidewalks and adding fencing on front of Campus and Library Plaza renovation)

The Board of Trustees authorizes the individuals identified below to physically sign all documents and papers or submit documents via OPSC Online that are associated with SAB-Administered Program(s):

1. **Joshua Jorn, Assistant Superintendent/CBO**
2. **Jon Anderson, Director of Facilities Maintenance Operations and Transportation**

PASSED AND ADOPTED on this 8th day of October 2026, by the Pacific Grove Unified School District Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Jennifer McNary, Board President

CERTIFICATION

I, Beth Shammass, certify that the foregoing is a correct copy of a resolution passed and adopted by the Pacific Grove Unified School District on this 5th day of November 2026.

Beth Shammass, Board Clerk

Date

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

2026-2027 Budget Revision #1

Recommendation

The District Administration recommends that the Board review and approve the 2026-27 Budget Revision #1 which will now become the 2026-27 Adopted Budget.

Background

Throughout the year, the budgets of the District's various funds are revised to reflect changing financial conditions, or as the result of Board decisions which have a budgetary impact. Budget revisions are shared early in the fiscal year to update the beginning fund balances following the close of the prior fiscal year (FY).

Budget revisions, for all Funds, are also included in the First Interim Report (December) and the Second Interim Report (March). The final Budget revision is usually done towards the end of the fiscal year (May).

This is the first set of budget revisions, for Fund 01, for FY 2026-27 reflecting the following conditions:

- All permanent positions have been updated to include hiring, reassignments and reclassifications since Budget Adoption in June 2026.
- Current vacancies reviewed by entire district administration and updated in position control
- LCFF Revenues reviewed, and LCFF calculator updated to ensure revenue projection consistent with ADA
- Federal and State revenue projected allocations reviewed and updated such as Unrestricted Contribution to Special Education and Maintenance/Operations
- All positions with stipend add-ons updated to link to SubObject type to improve reporting of stipends cost
- Components of Ending Fund Balance (CEFB) updated to reflect assignment accuracy
- Budget Transfers requested by sites posted to align to sites' updated discretionary spending plan
- Any new expenditure changes since Adopted 2026-27 updated

Information

The financial state of the district remains positive with reserves in place, and cash flow being met.

The October Budget Revision #1 is a snapshot of revenue and expenditure changes prior to the First Interim report in December.

Beginning Balances are Unaudited Actuals until the auditors have audited the books in December.

Fiscal Impact

The fiscal impact is shown as a comparison of the 2026-27 Adopted Budget to the 2026-27 October Budget Revision # 1 as attached.

Pacific Grove Unified School District
Components of Ending Fund Balance
October Budget Revision Comparison to Adopted Budget

2026 2027

	A	B	C	D	E	F	G
		2026-27 ADOPTED BUDGET				2026-27 OCTOBER REVISION	
1	Fund Balance Reserves		Amount		Fund Balance Reserves		Amount
2		Starting Balance per 2026-27 Adopted Budget	6,179,176			Starting Balance per 2025-26 Unaudited Actuals	7,934,251
3		Total Revenue	50,141,223			Total Revenue	52,342,661
4		Total Expenditure	50,744,583			Total Expenditure	52,703,540
5		Net Increase (Decrease) in Fund Balance	(603,359)			Net Increase (Decrease) in Fund Balance	(360,879)
6		Ending Balance	5,575,816			Ending Balance	7,573,373
7							
8	Components of Ending Fund Balance				Components of Ending Fund Balance		
9		Revolving Cash	5,000			Revolving Cash	5,000
10		Prepaid Item	-			Prepaid Item	32,000
11		Restricted	1,392,991			Restricted	2,397,681
12		Property Tax Reserve (0000)	167,274			Property Tax Reserve (0000)	227,201
13		Deferred Maintenance Reserve (0000)	253,723			Deferred Maintenance Reserve (0000)	131,759
14		STRS/PERS Reserve (0000)	357,845			STRS/PERS Reserve (0000)	357,845
15		Basic Aid Reserve (0000)	1,315,779			Basic Aid Reserve (0000)	36,421.00
16		Lottery Unrestricted/Utilities (1100)	-			Lottery Unrestricted/Utilities (1100)	-
17		Basic Aid Reserve (1400)	-			Basic Aid Reserve (1400)	-
18		Vacation Liability	560,867			Vacation Liability	1,008,122
19		Reserve for Economic Uncertainty	1,522,337			Reserve for Economic Uncertainty	2,635,177
20			-			Conf Class & Comp Phase I	66,217
21			-			CSEA Class & Comp Phase II	595,950
22		Total Assigned	5,575,816			Paid Pregnancy Leave	80,000.00
23						Total Assigned	7,573,372.59
24	Unassigned/Unappropriated Amount		(0)		Unassigned/Unappropriated Amount		

75,104
1,462,158
62,075
639,853

(A) LREBG (7435) est \$75,104
SSPDDBG (6021)
25/26 Literacy Instruction Professional Development (6212) \$62,075
Special Ed Apportionment (6500) \$639,852.86

Pacific Grove Unified School District
October Budget Revision Comparison to Adopted Budget
2026-2027

A	B	C	D	E	F	G	H	I	J
	2026-27 ADOPTED BUDGET				2026-27 OCTOBER REVISION				
1	Revenue	Description	Amount		Revenue	Description	Amount		Variance
2	8000	LCFF Revenue	43,582,287		8000	LCFF Revenue	\$ 43,587,339		5,052
3	8100	Federal SPED Revenue	420,436		8100	Federal SPED Revenue	\$ 440,970		20,534
4	8200	Other Federal Revenue	228,056		8200	Other Federal Revenue	\$ 253,478		25,421
5	8500	State Revenue	3,380,422		8500	State Revenue	\$ 5,065,759		1,685,337
6	8600	Other Local Revenue	986,700		8600	Other Local Revenue	\$ 1,161,941		175,241
7	8700	Transfers In	1,543,322		8700	Transfers In	\$ 1,833,175		289,853
8	8900	Interfund Transfers/Contributions	0		8900	Interfund Transfers/Contributions	\$ -		0
9		Total Revenue	50,141,223			Total Revenue	52,342,661		2,201,438
10									
11	Expenditure	Description	Amount		Expenditure	Description	Amount		
12	1000	Certificated Salaries			1000	Certificated Salaries			
13	1100	Teachers' Salaries	16,239,790		1100	Teachers' Salaries	\$ 16,239,790		0
14	1200	Certificated Pupil Support Sal	1,906,542		1200	Certificated Pupil Support Sal	\$ 1,906,542		0
15	1300	Certificated Supervisors' and	2,188,433		1300	Certificated Supervisors' and	\$ 2,364,951		176,518
16	1900	Other Certificated Salaries	202,831		1900	Other Certificated Salaries	\$ 202,831		0
17		Total 1000	20,537,596			Total 1000	20,714,114		176,518
18	2000	Classified Personnel Salaries			2000	Classified Personnel Salaries			
19	2100	Instructional Aides' Salaries	2,998,276		2100	Instructional Aides' Salaries	\$ 2,998,276		0
20	2200	Classified Support Salaries	2,779,628		2200	Classified Support Salaries	\$ 2,779,628		0
21	2300	Classified Supervisors' and Ad	864,017		2300	Classified Supervisors' and Ad	\$ 864,017		0
22	2400	Clerical & Office Salaries	2,101,494		2400	Clerical & Office Salaries	\$ 2,246,835		145,341
23	2900	Other Classified Salaries	1,159,390		2900	Other Classified Salaries	\$ 1,159,390		0
24		Total 2000	9,902,805			Total 2000	10,048,146		145,341
25	3000	Employee Benefits			3000	Employee Benefits			
26	3100	STRS	5,915,495		3100	STRS	\$ 5,949,210		33,715
27	3200	PERS	2,581,038		3200	PERS	\$ 2,619,408		38,370
28	3300	OASDI/Medicare	1,126,481		3300	OASDI/Medicare	\$ 1,140,159		13,678
29	3400	Health and Welfare	2,494,120		3400	Health and Welfare	\$ 2,494,120		0
30	3500	State Unemployment Insurance	15,205		3500	State Unemployment Insurance	\$ 15,366		161
31	3600	Workers Compensation	999,021		3600	Workers Compensation	\$ 1,009,610		10,589
32	3700	Retiree Health and Welfare	420,000		3700	Retiree Health and Welfare	\$ 420,000		0
33	3900	Other Benefits	22,615		3900	Other Benefits	\$ 23,717		1,102
34		Total 3000	13,573,974			Total 3000	13,671,589		97,615
35	4000	Books and Supplies			4000	Books and Supplies			
36	4100	Approved Textbooks and Core Cu	341,690		4100	Approved Textbooks and Core Cu	\$ 278,342		(63,348)
37	4200	Books and Reference Materials	16,800		4200	Books and Reference Materials	\$ 46,421		29,621
38	4300	Materials and Supplies	861,237		4300	Materials and Supplies	\$ 1,264,762		403,525
39	4400	Noncapitalized Equipment	15,500		4400	Noncapitalized Equipment	\$ 48,121		32,621
40		Total 4000	1,235,227			Total 4000	1,637,646		402,419
41	5000	Services & Other Operating			5000	Services & Other Operating			
42	5100	Sub agreement for Services	-		5100	Sub agreement for Services	342,711		342,711
43	5200	Travel and Conferences	63,565		5200	Travel and Conferences	\$ 138,733		75,168
44	5300	Dues and Memberships	61,320		5300	Dues and Memberships	\$ 56,399		(4,921)
45	5400	Insurance	532,357		5400	Insurance	\$ 350,000		(182,357)
46	5500	Utilities and Housekeeping Ser	1,481,490		5500	Utilities and Housekeeping Ser	\$ 1,456,490		(25,000)
47	5600	Rentals, Leases and Repairs	115,808		5600	Rentals, Leases and Repairs	\$ 152,606		36,798
48	5700	Direct Cost of Transportation	20,000		5700	Direct Cost of Transportation	\$ 53,070		33,070
49	5800	Professional/Consulting Ser	2,768,575		5800	Professional/Consulting Ser	\$ 3,527,452		758,877
50	5900	Communications	91,600		5900	Communications	\$ 96,883		5,283
51		Total 5000	5,134,715			Total 5000	6,174,344		1,039,629
52	6000	Capital Outlay			6000	Capital Outlay			
53	6400	Equipment - Over \$5000 per unit	11,964		6400	Equipment - Over \$5000 per unit	\$ 110,688		98,724
54		Total 6000	11,964			Total 6000	110,688		98,724
55	7000	Other Outgo			7000	Other Outgo			
56	7100	Other Tuition, Excess Cost	122,072		7100	Other Tuition, Excess Cost	124,837		2,765
57	7300	Indirect	79,272		7300	Indirect	83,325		(4,053)
58	7600	Interfund Transfers	305,500		7600	Interfund Transfers	305,500		0
59		Total 7000	348,301			Total 7000	347,013		(1,288)
60									
61		Total Expenditure	50,744,583			Total Expenditure	52,703,540		1,958,958
62		Net Increase (Decrease) in Fund Balance	603,359-			Net Increase (Decrease) in Fund Balance	360,879-		242,480
63		Starting Balance per 2026-27 Adopted Budget	6,604,322			Starting Balance per 2025-26 Unaudited Actuals	7,934,251		1,329,929
64		Total Revenue	50,141,223			Total Revenue	52,342,661		2,201,438
65		Total Expenditure	50,744,583			Total Expenditure	52,703,540		1,958,958
66		Ending Balance	6,000,962			Ending Balance	7,573,372		1,572,410



Pacific Grove Unified School District

October Budget Revision — Fiscal Year 2026–2027

A comparison of the Adopted Budget to the October Revision, highlighting changes in revenues, expenditures, reserves, and ending fund balance for the 2026–27 school year.

Budget Snapshot: Adopted vs. October Revision

The October Revision reflects a significantly improved financial position compared to the Adopted Budget, driven by higher revenues and a stronger starting balance.

Beginning Balance

Adopted: \$6,179,176
October Revision: \$7,934,251
+\$1,755,075 from 2025–26 Unaudited Actuals

Total Revenue

Adopted: \$50,141,223
October Revision: \$52,342,661
+\$2,201,438

Total Expenditures

Adopted: \$50,744,583
October Revision: \$52,703,540
+\$1,958,958

Ending Fund Balance

Adopted: \$5,575,816
October Revision: \$7,573,373
+\$1,997,557



Net Change in Fund Balance

Both budgets project a net decrease in fund balance, but the October Revision shows a smaller drawdown

Adopted Budget

Net Decrease: **(\$603,359)**

Ending Balance: **\$5,575,816**

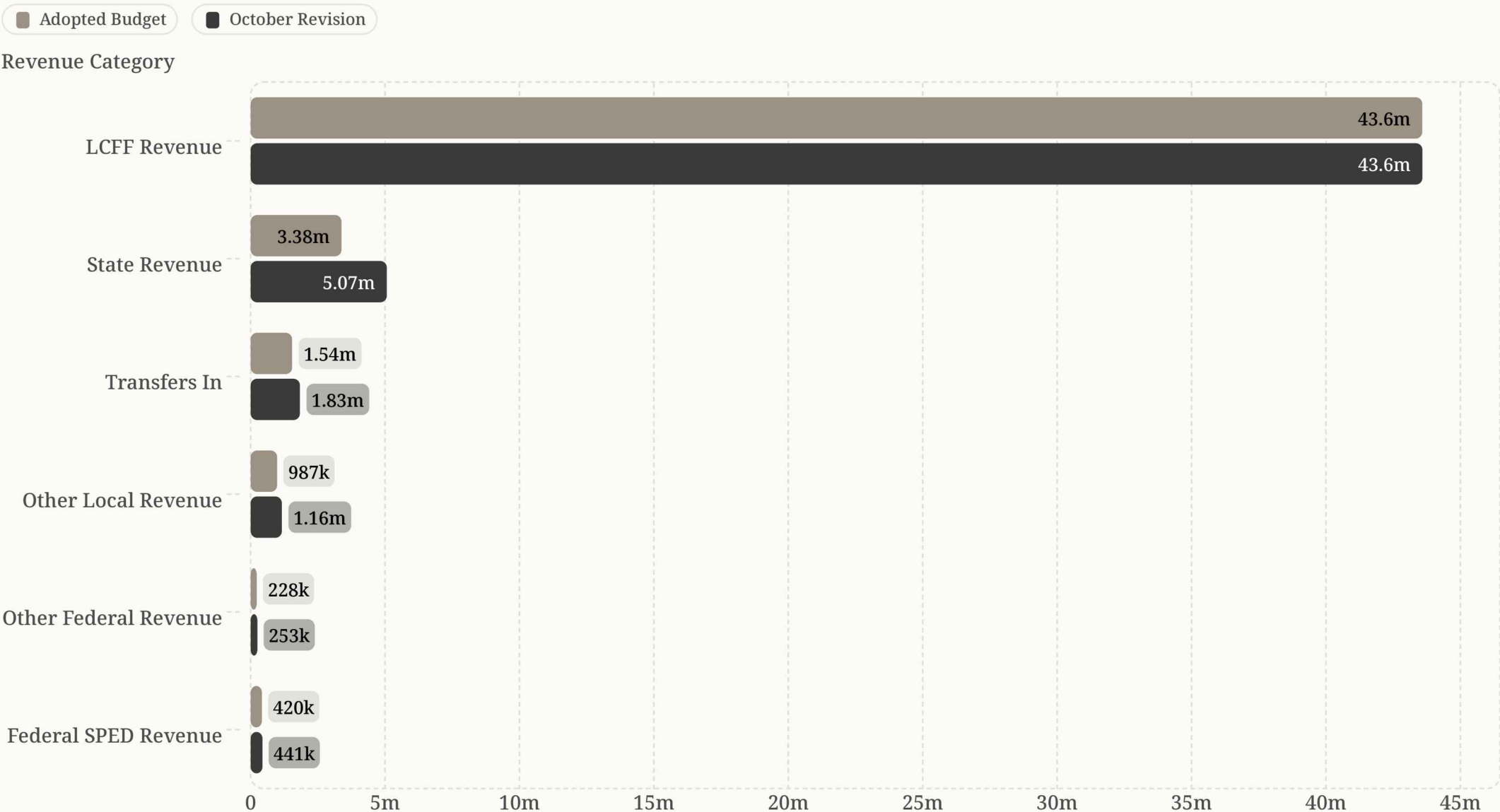
October Revision

Net Decrease: **(\$360,879)**

Ending Balance: **\$7,573,373**

Revenue Changes: Adopted vs. October Revision

Total revenues increased by **\$2,201,438**, with the largest gains in State Revenue (+\$1,685,337) and Transfers In (+\$289,853).



Expenditure Changes

Total expenditures rose by **\$1,958,958**. The largest increases were in Services & Other Operating +\$1,039,629 and Certificated/Classified Salaries +\$321,859 combined.

Salaries (1000 - 2000)

Certificated: +\$176,518 (supervisors/admin)

Classified: +\$145,341 (clerical/office)

Combined increase: **\$321,859**

Employee Benefits (3000)

STRS +\$33,715 · PERS +\$38,370

Workers Comp +\$10,589

Total increase: **\$97,615**

Services & Other Operating (5000)

Professional Consulting/Legal Fees +\$758,877

Sub agreements +\$342,711

Travel +\$75,168

Total increase: **\$1,039,629**

Books, Supplies & Capital (4000)

Materials & Supplies +\$403,525

Equipment +\$32,621

Offset by Textbooks -\$33,727

Net increase: **\$402,419**

Components of Ending Fund Balance

The October Revision shows a stronger and more diversified reserve structure. Key shifts include a significant increase in the Reserve for Economic Uncertainty and new compensation-related assignments.

Reserve Component	Adopted Budget	October Revision
Restricted	\$1,392,991	\$2,397,681
Reserve for Economic Uncertainty	\$1,522,337	\$2,635,177
Vacation Liability	\$560,867	\$1,008,122
Basic Aid Reserve (0000)	\$1,315,779	\$36,421
STRS/PERS Reserve	\$357,845	\$357,845
CSEA Class & Comp Phase II	—	\$595,950
Conf Class & Comp Phase I	—	\$66,217
Paid Pregnancy Leave	—	\$80,000
Total Assigned	\$5,575,816	\$7,573,373

Unassigned Balances & Key Takeaways

Unassigned / Unappropriated Funds

The October Revision identifies **\$1,599,337** in unassigned balances across four grant sources:

- LREBG (7435): \$75,104
- SSPDDBG (6021): \$1,462,158
- Literacy Instruction PD (6212): \$62,075

Summary Takeaways

- Ending fund balance improved by **\$1,572,410** over the Adopted Budget
- Revenue grew **\$2.2M**, led by State Revenue (+\$1.69M)
- Expenditures rose **\$1.96M**, primarily in services and salaries
- Reserves including assignments/new compensation reserves have improved to **11.4%**

Board Cover Sheet

Action/Discussion

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

Meeting Date

Oct 8, 2026

Presenter(s)

Josh Jorn

Assistant Superintendent

Item

Pacific Grove High School Site Improvements Project Bid Results and Award

Recommendation

District Administration and Bond Program Manager, Ausonio, recommends that the Board approve the award of the Pacific Grove High School Site Improvements Projects, and Award to Commercial Solutions Group Construction Company, as the lowest responsive and responsible bidder.

Background

The District received bids for the Pacific Grove High School Site Improvements Projects, containing Priority 1 scope items identified in the District Facilities Master Plan (FMP). The project scope and budget were developed in coordination with site staff, administration, and the program management team and approved by the Board in September 2025.

Information

The project includes construction of a new ADA-accessible ramp from the Gym/Physical Education Complex to the baseball field; new accessible sidewalks and concrete bleacher pads at the baseball field; new pedestrian egress and security gates at Parking Lot B providing access to the rear of campus; and upgrades to the existing fire truck and service vehicle access route to the Main Hall behind Building I.

Bids were publicly solicited, and 4 contractors submitted proposals. Comercial Solutions Group submitted the lowest responsive and responsible bid in the amount of \$652,480. See breakdown below.

Construction is anticipated to begin in November 2026 and be completed by March 2027.

Bidder	Basis of Award Amount	Contract Amount
Commercial Solutions Group	\$ 680,980	\$ 652,480
Monterey Peninsula Engineering	\$ 699,900	\$ 698,400
Tombleson	\$ 741,625	\$ 716,875
DMC Commercial Inc.	\$ 735,000	\$ 732,000

*The Basis of Award amount includes the Base Bid plus 30 days of compensable delay using each bidder's declared per diem rate for bid evaluation purposes only; the 30-day delay amount is **not included in the Contract Amount**.

Fiscal Impact

Funded through Measure B and D Bond funds and within the combined approved project budget of \$1,191,750.

2026/27 ▾

AGREEMENT

THIS AGREEMENT is entered into October 8, 2026 in the City of Pacific Grove, County of Monterey, State of California, by and between **PACIFIC GROVE UNIFIED SCHOOL DISTRICT**, a California Unified School District hereinafter "DISTRICT" and Comercial Solution Group ("CONTRACTOR").

WITNESSETH, that the DISTRICT and the CONTRACTOR in consideration of the mutual covenants contained herein agree as follows:

The Work. Within the Contract Time and for the Contract Price, subject to adjustments thereto pursuant to the Contract Documents, CONTRACTOR shall perform and provide all necessary labor, materials, tools, equipment, utilities, services and transportation to complete in a workmanlike manner all of the Work required in connection with the work of improvement commonly referred to as Pacific Grove High School Site Improvements.

1. CONTRACTOR shall complete all Work covered by the Contract Documents, including without limitation, the Drawings and Specifications prepared by the Architect and other Contract Documents enumerated in Article 5 below, along with all modifications and addenda thereto issued in accordance with the Contract Documents.
2. Contract Time. CONTRACTOR shall achieve Substantial Completion the Work within the Contract Time, which is One Hundred and Two (102) calendar days after the date established in the Notice to Proceed issued by or on behalf of the DISTRICT for commencement of the Work.
3. Contract Price. The DISTRICT shall pay the CONTRACTOR as full consideration for the CONTRACTOR's full, complete and faithful performance of the CONTRACTOR'S obligations under the Contract Documents, subject to adjustments of the Contract Price in accordance with the Contract Documents, the Contract Price of Six Hundred Fifty-Two Thousand Four Hundred Eighty Dollars (\$_652,480.00_). The DISTRICT's payment of the Contract Price shall be in accordance with the Contract Documents. The Contract Price is based upon the CONTRACTOR's Base Bid Proposal.
4. Liquidated Damages. CONTRACTOR shall be subject to assessment of Liquidated Damages set forth in the Special Conditions if CONTRACTOR: (i) fails to submit each Submittal required by the Contract Documents in accordance with the Submittal Schedule incorporated into the CONTRACTOR's Construction Schedule; or (ii) fails to achieve Substantial Completion of the Work within the Contract Time, subject to adjustments thereto in accordance with the Contract Documents; or (iii) fails to complete all Punchlist items within the time established pursuant to the Contract Documents.
5. Independent Contractor. CONTRACTOR is, and shall at all times be deemed to be, an independent contractor and not an agent or employee of the DISTRICT.
6. State Audit. Pursuant to and in accordance with the provisions of California Government Code section 8546.7, or any amendments thereto, all books, records, and files of DISTRICT or CONTRACTOR connected with the performance of the Agreement involving the expenditure of public funds in excess of Ten Thousand Dollars (\$10,000), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the State Auditor of the State of California, at the request of DISTRICT or as part of any audit of DISTRICT, for a period of three (3) years after final payment is made under the Agreement. CONTRACTOR shall preserve and cause to be preserved such books, records, and files for the audit period,

7. Tax Identification Number. No later than the Effective Date of this Agreement, CONTRACTOR shall furnish to DISTRICT its Federal Tax Identification Number or Social Security Number, whichever is applicable, and a completed and signed W-9 Form.
8. Criminal Records Check Certification. If any portion of the work under the Agreement is to be performed at an operating school, CONTRACTOR shall be required to comply with the applicable requirements of Education Code section 45125.2 with respect to fingerprinting of employees who may have contact with DISTRICT's pupils and shall complete the Criminal Records Check Certification form provided by the DISTRICT.
9. Amendment; Assignment. This Agreement may only be amended with the mutual written consent of both parties. Neither party may assign its rights or obligations under this Agreement to another party.
10. Required Provisions. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not interested, or is not correctly inserted, upon application of either party, the Agreement shall forthwith be physically amended to make such insertion or correction.
11. Department of Industrial Relations (DIR) Registration. If any portion of the work or services to be performed by CONTRACTOR under this contract constitutes a "public work" as defined in California Labor Code section 1720(a), and payment will be made by DISTRICT in whole or in part out of public funds, prior to issuing this Contract, CONTRACTOR shall be required to be registered with the Department of Industrial Relations ("DIR") pursuant to Labor Code section 1725.5 and such work or services constituting a public work shall be subject to compliance monitoring and enforcement by DIR.
12. The Contract Documents. The documents forming a part of the Contract Documents consist of but not limited to the following:

00 01 07	Signature/Seals Page
00 01 21	DSA Form 103
00 11 13	Notice Calling for Bids, including Bid Addenda Nos. _____
00 21 13	Instructions for Bidders
00 42 13	Bid Proposal
00 45 10	Subcontractors List
00 45 13	Statement of Qualifications
00 45 19	Non-Collusion Affidavit
00 45 26	Certificate of Workers Compensation
00 45 27	Drug-Free Workplace Certification

00 45 47	Criminal Records Check Certification
00 52 13	Agreement
00 60 00	Project Forms
00 61 10	Bid Bond
00 61 13.13	Performance Bond
00 61 13.16	Labor and Material Payment Bond
00 72 13	General Conditions
00 73 13	Special Conditions
DSA Bid Set	Drawings Dated: 07/22/26
DSA Bid Set	Specifications Dated: 07/22/26

[CONTINUED NEXT PAGE]

13. Authority to Execute. The individual(s) executing this Agreement on behalf of the CONTRACTOR is/are duly and fully authorized to execute this Agreement on behalf of CONTRACTOR and to bind the CONTRACTOR to each and every term, condition and covenant of the Contract Documents.

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND
REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD.
ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE
REFERRED TO THE REGISTRAR, CONTRACTORS' STATE
LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CALIFORNIA
95826**

IN WITNESS WHEREOF, this Agreement has been duly executed by the DISTRICT and the CONTRACTOR as of the date set forth above.

"DISTRICT"

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

"CONTRACTOR"

Comercial Solution Group

By _____

Josh Jorn

Title Assistant Superintendent, CBO

By: _____

Title: _____

Board Cover Sheet

Action/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Proposed Board Meeting(s) Calendar

Recommendation

The District Administration recommends that the Board review and adopt the proposed Board meeting calendar to ensure that all scheduled sessions remain in compliance with the meeting frequency and notification requirements established in Bylaw 9320.

Background

[Board Bylaw 9320](#) governs the scheduling and notification of all Governing Board meetings in accordance with the Brown Act and California Education Code. The policy ensures that district business is conducted in public to encourage community involvement while establishing strict protocols for closed sessions and teleconferencing.

Information

[Board Bylaw 9320](#) mandates specific posting timelines for meeting agendas, including 72 hours for regular meetings and 24 hours for special meetings. The proposed calendar adheres to these mandates and typically schedules regular meetings for the first and third Thursday of each month. Furthermore, the bylaw outlines provisions for remote participation by Board members for just cause or emergency circumstances, provided that a physical quorum is present at the primary location.

Fiscal Impact

N/A

2026/27 ▾

(None) No Fiscal Impact ▾

BOARD MEETING CALENDAR
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
 2026-27 School Year | August-December 2026

DATES	AGENDA ITEMS
Special Meeting Monday Aug 3	☒ Cultural Proficiency/responsiveness Training with Roni Habib
Regular Meeting Thursday Aug 13	☐ Quarterly Facilities Project Updates ☐ Student Enrollment Update ☐ Property Tax Report ☐ Consolidated Application for Federal Funding ☐ Resolution Recognizing September 15-October 15 as National Hispanic Heritage Month
Special Meeting Thursday Aug 27	☐ Board Governance ☐ Review of Board Goals
Regular Meeting Thursday Sep 10	☐ Public Hearing & Resolution: Sufficiency of Instructional Materials for Fiscal Year 2025-26 ☐ CSBA Policy Update – First Reading ☐ Declaration of Need for Fully Qualified Educators ☐ Resolution for the GANN Limit for 2025-26 ☐ Unaudited Actuals ☐ <i>Proposed Superintendent Goals & Evaluation Timeline</i>
Special Meeting Thursday Sep 24	• Board Governance • Education Foundation Process (Lou Lozano) • <i>Proposed Superintendent Goals</i>
Regular Meeting Thursday Oct 8	• Resolution Proclaiming Week of the School Administrator • FY 2026-27 Budget Revision #1 • PGTA Sunshine List • CSEA Sunshine List • CSBA Policy Update – Approval • Resolution Recognizing November as National Native American Heritage Month • Annual Review of Legal Services Costs • Summer Program Presentation

	• Williams Uniform Complaint Report (Quarterly) • Board Meeting Calendar (August-December 2028) • <i>Quarterly Report #1 - Ed Tech Plan</i>
Special Meeting Thursday Oct 22	• Board Governance
Regular Meeting Thursday Nov 5	• CSBA Policy Update – First Reading • Educational Protection Account Actuals • Review of 2025-26 Data • 2026 State Testing Results
Special Meeting Thursday Nov 19	• Board Governance
Regular Meeting Thursday Dec 10	• Quarterly Facilities Project Updates • First Interim Report • CSBA Board Comments • Election of 2026-27 Board President & Clerk • CSBA Policy Update – <i>Approval</i> • Elected Office Interest Forms Due (Board President/Clerk) • <u>Swearing In – New Board Members</u> • HS Course Catalog – Information Item • MCSBA 2027 Excellence In Education Award • Authorized Agents to Sign School Orders • Committee Representatives: MCSBA CHS City of PG Joint District (Policy/Facilities/Budget) • <i>Quarterly Report #2 - Ed Tech Plan</i>
Special Meeting Thursday Dec 17	• Board Governance

BOARD MEETING CALENDAR

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

2026-27 School Year | January-July 2027

Note: Session times vary; consult agendas for details.

Regular Meeting Thursday Jan 14, 2027	- Preliminary Enrollment Projection for 2027-28 SY - Resolution Recognizing February as Black History Month - School Accountability Report Cards (SARC) 2026-27 Audit Report <i>Williams Uniform Complaint Report (Quarterly)</i> <i>School Board Member Recognition Month – Proclamation</i>
Special Meeting Thursday Jan 21, 2027	- Board Budget Study Session - Board Governance & Self-Evaluation - District Goals Update
Regular Meeting Thursday Feb 4, 2027	- Budget Development Calendar <i>Property Tax Update</i>
Regular Meeting Thursday Feb 25, 2027	<i>Resolution Recognizing March as Women’s History Month</i> <i>CSBA Policy Update – Approval</i> - LCAP 2026-27 Midyear Report
Regular Meeting Thursday Mar 4, 2027	<u>Personnel Action Presented as Information (RIF)</u> <u>Non-reelects Resolution</u> <i>Second Interim</i> <i>Quarterly Report #3 - Ed Tech Plan</i>
Regular Meeting Thursday Mar 18, 2027	<i>Superintendent Goals – Midyear Check-In</i> <i>Curriculum & Textbook Adoption Mapping & Planning</i>
Special Meeting Thursday Mar 25, 2027	<i>Board Governance</i> <i>Board Self-Evaluation</i> <u><i>Board Ethics Training</i></u>
Regular Meeting Thursday Apr 8, 2027	Resolution Recognizing May as Asian American Pacific Islander Heritage Month

	• TRAN Resolution • Resolution Recognizing May as Mental Health Awareness Month • CIF Representatives • <i>National School Principals' Day Resolution (May 1)</i> • <i>Williams Uniform Complaint Report (Quarterly)</i> • <i>Parcel Tax information Item</i>
Special Meeting Thursday Apr 22, 2027	• Employees of the Year Recognition • LCAP Study Session
Regular Meeting Thursday May 6, 2027	• California Day of the Teacher • Bond Program Update - Schedule and Delivery Methods • Week of the CSEA Employee • Retiree Recognition • Begin Superintendent Evaluation • CSBA Policy Update – First Reading • <i>Board Meeting Calendar (January-June 2027)</i> • <i>Refunding Resolution (2015 Series B and 2016), and Resolution for Measure B, Series A)</i> • <i>FCMAT and SSC Information Item</i>
Regular Meeting Thursday May 20, 2027	• Student Board Representative Recognition • Review Governor's Revised Budget • 2027-28 Budget Public Hearing • LCAP Public Hearing/LCAP Board Presentation • Educational Protection Account Resolution Subsequent Year Projections • Resolution Recognizing June as LGBTQ+ Month • Continue Superintendent Evaluation • CSBA Policy Update – Approval • School Plans for Student Achievement (SPSA)
Regular Meeting Thursday Jun 3, 2027	• 2027-28 Budget Public Adoption • Approval of Contracts & Purchase Orders for 2027-28 • Resolution Recognizing Juneteenth • Instructional Material & Curriculum Adoption Plan • CA Dashboard Local Indicators • Superintendent Evaluation & Contract • Management Salary Schedule • LCAP Approval • 2027-28 Prequalified Vendors List

	• 2026-27 Solicitation of Funds • <i>Williams Uniform Complaint Report (Quarterly)</i> • <i>Safety Assessment/Audit – Annual Update</i> • <i>Communications Plan Update</i> • <i>Quarterly Report #4 - Ed Tech Plan</i>
Special Meeting Thursday Jun 17, 2027	• Board Governance
JULY 2027	NO BOARD MEETINGS

Board Cover Sheet

Information/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Matthew Binder , Director of Ed. Tech. &

Louis Algaze , Director of Tech. Systems

Item

PGTech Quarterly Update; Fall, 2026 - Tech Connect Newsletter

Recommendation

The District Administration recommends that the Board review and discuss the information contained in *Tech Connect*, PGTech's quarterly technology-focused newsletter for PGUSD.

Background

On June 18, 2026, the PGUSD School Board unanimously approved the district's 2026–2029 Educational Technology Plan. Built around six key focus areas, the plan provides a three-year strategic framework for managing the digital resources, infrastructure, and instructional technology funded by the Measure A/Ed Tech Bond. The plan also introduces several updated communication initiatives intended to improve how the technology department disseminates information to district staff and the broader school community.

Information

This year PGTech has launched a multi-channel communication strategy for the purposes of improving the distribution of relevant technology-related information, initiatives, news, and events taking place this school year. A key component of this effort is [Tech Connect](#), PGTech's quarterly newsletter. The newsletter will be shared with staff, parents, and the broader school community each quarter for a total of four issues. .

Fiscal Impact

None.

TECH CONNECT

A quarterly technology-focused publication for PGUSD

Fall - 2026

The first edition of **Tech Connect**, presented by the district's Technology Department, **PGTech**: The goal of this quarterly publication is to keep our community informed and up-to-date about the district's tech-related activities, priorities, and projects. Tech Connect also delivers digital safety best practices, upcoming training announcements, and timely tech-related news and updates for your enjoyment.

Ed Tech Plan - We Are Go For Launch!

The PGUSD Board of Education recently approved the **2026-29 Ed Tech Plan**. The new plan focuses on six core areas of implementation designed to guide the management of technology resources over the next three years.

The plan introduces several specific guidelines, including grade-level screen time guidelines and policies regarding restricted access to YouTube and AI platforms for students while articulating a measured implementation strategy for AI use by teachers and staff.

You can read the plan in its entirety [here](#).

2026-29 PGUSD Educational Technology Plan



1. Classroom Technology
Use is predicated on instructional necessity, active student engagement, and developmental appropriateness. **Never for behavior management.**



2. Digital Safety & Security
Implements next-gen antivirus, mandatory 2FA for staff, and proactive monitoring of student online activity.



3. Artificial Intelligence (AI)
Ethical integration requiring human oversight; AI models blocked internally for all students, and use restricted for 9-12.

Screen Technology Use Framework

Devices are used intentionally and with clear educational rationale.



Healthy Technology Use (20/20/20)
Every 20 minutes, students take a 20-second break to look 20 feet away.

Grade Span	Max Session Duration	Max Sessions/Day	Max % Digital Homework
TK	0 Minutes	0 Sessions	0%
K - 2	10 - 15 Minutes	3 Sessions	0%
3 - 5	15 - 25 Minutes	3 Sessions	10% - 15%
6 - 8	20 - 30 Minutes	4 Sessions	40% - 50%
9 - 12	30 - 40 Minutes	4 Sessions	60% - 70%



4. Technology Management
A cloud-centric environment utilizing Google Workspace, standardized hardware, and centralized printing systems.



5. Services & Support
Features a 3-tiered Help Desk structure and continuous professional development.



6. Signature Projects
A three-year rollout for staff Chromebooks, student device refreshes, and campus A/V modernizations.

PGUSD Measure A/Ed Tech Bond - *The Basics*

In 2014 PG voters approved Measure A, an \$18 million general obligation "Ed Tech" bond disbursed in \$3 million increments, every three years. The funds support technology upgrades, instructional hardware and software integration, and campus security system implementations.



Overseeing this endeavor, the district's Technology Committee, comprised of teachers, classified staff, administrators, and parents, meets monthly throughout the school year to:

- **Evaluate Proposals:** Review and endorse Measure A purchase proposals and requests to ensure alignment with budget priorities and ballot compliance.
- **Provide Guidance:** Offer input and recommendations on district technology initiatives.
- **Maintain Communication:** Share technology updates with the broader school community.

PGTech - *Meet the Team!*

Our goal is to provide the most efficient and responsive support available to end-users across the district. The individuals responsible for achieving all this are...

Louis Algaze, Director of Technology Systems, District Office

I switched from Mechanical Engineering to Computers 2001 and have not looked back. Outside of work I am an avid sailboat racer through MPYC (Monterey Peninsula Yacht Club) and have been playing beach volleyball at Window on the Bay since I moved to the area in 1995.



Carey Parket, IT Tech, Forest Grove Elementary School



I have been at Forest Grove since 2011 and in the district since 2006. I attended Santa Clara University, where I earned a degree in electrical engineering. Before working for PGUSD I spent three years in Daegu, South Korea where I taught English as a second language to students aged 3-13. When not working, I like to spend times outdoors. Mostly I bicycle, hike, do yoga, and play disc golf (I just got my eighth hole in one last Friday!). I also like to surf, skateboard, run, and climb, when my ailing body lets me.

Manuel Villagomez, IT Tech, PG Adult Ed

I earned my AS in Computer Science at Hartnell College. After that, I worked in two other school districts. In 2021, I started working for PGUSD at Robert Down Elementary School where I taught students Google Workspace basics and robotics, as well as repaired computers.

Currently, I am working as a IT Tech at Pacific Grove Adult Education and teaching computer classes. Outside of my job, I like to play acoustic guitar, compose Spanish songs, watch soccer games (Cruz Azul Mexican team is my favorite), and study web development.



Chuy Gomez, IT Tech, Robert Down Elementary School



I graduated in 2021 with a Computer Science degree and landed a Software Engineering role with Tata Consultancy Services, which helped me land a contract with Google for a 2+ years. Afterwards, I pivoted my career to IT as an IT Instructor at Digital Nest. From there, I joined the PGUSD tech team back in February and learned so much in so little time. Aside from work, I'm an avid retro video game and Pokémon card collector, while occasionally working on design projects on Canva or niche coding projects.

Matthew Binder, Director of Educational Technology, District Office

2026 marks my twenty-ninth year working in K-12 public education. This is my fifteenth year in PGUSD, and my tenth serving in this role. When I'm not busy working on ed tech, I enjoy spending time in nature, either on a bicycle or on foot, in solitude or in the company of my loving family! I also enjoy playing the drums, sometimes on stage playing for spare change in a couple of bands in and around the local area.



Grayson Fong, IT Tech, Pacific Grove Middle School



I've been serving as the site tech at PG Middle and putting it back together. I also enjoy teaching students how to use tech. It's always great seeing that light bulb go on over the students' heads when I teach them something new. Both are very satisfying parts of my job. After working a full day with tech, I like to completely unplug and workout, run, go for hikes far enough into the forest so that I lose cell phone reception.

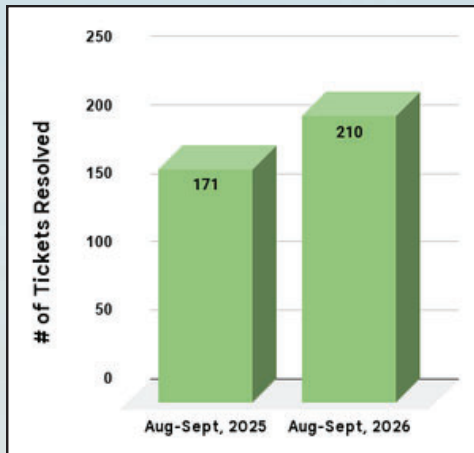
Gavin Avendano, Site IT Tech, Pacific Grove High School

I graduated from CSUMB a few years ago with a bachelor's in computer science. I've been at Pacific Grove High School since the beginning of August this year. I like to game, watch anime, play Ultimate Frisbee, and go fishing in my free time. My door is always open if you'd like to chat!

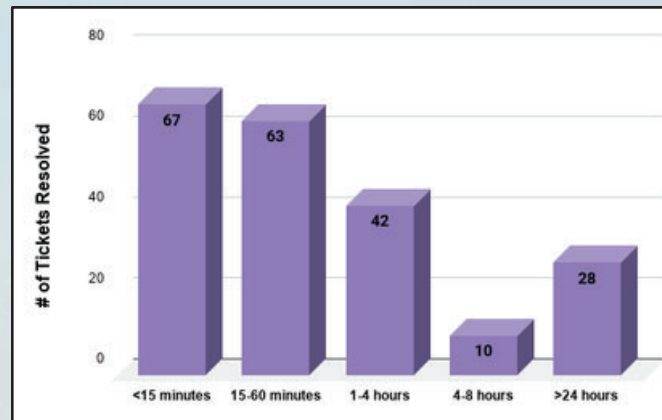


Tech Help - *By the Numbers!*

Successful Resolutions (2025 vs 2026)



Average Resolution Time (Aug-Sept, 2026)

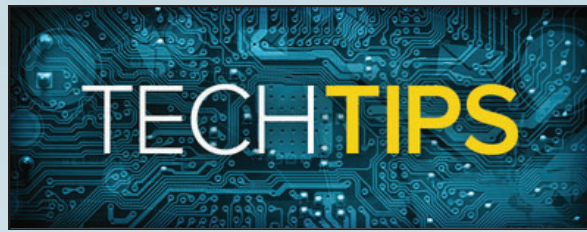


Beta and Beyond - *Current Projects*

Keeping our digital ecosystem safe and healthy is our top priority. While we continue to manage daily tech support needs such as on-boarding accounts, updating curriculum integrations, and coordinating critical software updates, we're also embarking on several new projects:



- **Maximizing ROI:** Our older elementary iPads are being repurposed as digital hall pass and check-in stations for both PGHS and PGMS, giving staff real-time student location tracking and streamlining classroom leave management.
- **AI Training:** To prepare staff for an ever-evolving workplace, we are offering a series of AI training sessions focusing on AI fundamentals, ethics, and safe, intentional integration. Our first session took place mid-September and other dates will be offered throughout the year.
- **Securly Classroom:** Teacher training on Securly Classroom basics and advanced features have been provided. Securly gives teachers and administrators real-time screen visibility to help keep students safe, focused, and on-task during digital lessons. Additional training sessions will be scheduled throughout the year.
- **Classroom Hardware Updates:** District-wide classroom hardware upgrades continue this year with the aim of providing teachers with modern presentation displays, enhanced audio systems, and reliable printers and document cameras.



All Staff

1. **Lock Your Device's Screen:** Always lock your laptop or desktop whenever you step away, even briefly. This simple habit protects your account from unauthorized access, mischief, and security breaches. This can be done by:
 - **ChromeOS:** Search + L or Launcher + L
 - **Windows:** Windows logo key + L or Ctrl + Alt + Delete then choose Lock Screen
 - **Mac:** Control-Command-Q
2. **Gemini AI:** As described in our recently Board-approved [Ed Tech Plan](#), this Google-developed AI tool is available to all staff. Gemini AI includes many of the other AI-powered applications such as **Notebook, Gems**, AI-enhanced apps such as **Google Classroom, Docs, Studio**, etc. PGUSD Staff training sessions on Google-based AI tools are being planned and scheduled.
3. **PGUSD Phone System (8X8):** The PGUSD phone system is VOIP (Voice Over IP) phones and have many more capabilities than what is available on the physical device. logging into the [8X8 interface](#) or by using the client app (if installed) you can:
 - Check and manage your voicemails
 - Set up your voicemail pin
 - Change your outgoing message for internal or external calls
 - And more!More information is on the [Staff website](#) under Support > 8x8 Phones.

Teacher-Specific

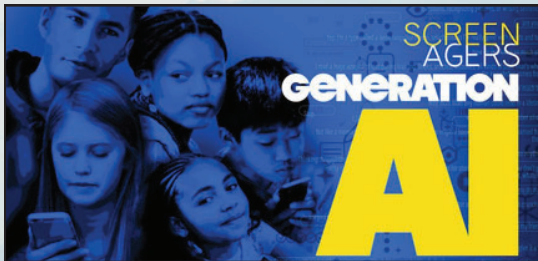
4. **Google Classroom:** Did you know that you can prevent students from posting or commenting in **Google Classroom**? To disable these options:
 - Click on the "**Class Settings**" button (Gear icon) in the upper right area of a Google Classroom
 - Scroll down to the **General** section and look for "Stream and classwork"
 - To the right of Stream, select **Only teachers can post or comment**.
5. **Newline Interactive Panels:** If you hold down the volume button for 5 seconds, it'll turn off/on the touch sensor for the Newline in case you have a student who really loves to tap or touch the screen when you're not looking.

Family Digital Safety - Become a *SmartSocial* VIP!

The district's long-standing partnership with [SmartSocial.com](https://www.smarthigh.org/SmartSocial.com) and its founder Mr. Josh Ochs has been invaluable. Josh is an active, leading expert on digital safety and specifically when it comes to how kids use social media apps. The parent resources available on the site are fantastic! We encourage parents, particularly those who have children in middle or in high school, to sign up to become a **VIP - *Very Informed Parent***. You'll receive latest notifications about digital safety webinars, podcasts and parent/family educational workshops. **Sign up [here](#)!**



Digital Safety - Screenagers: Generation AI



In 2016, PGTech hosted a public showing at the PGMS PAC of the award-winning original film documentary by Dr. Delaney Ruston called **Screenagers, Growing Up in the Digital Age**. Fast forward ten years and PGTech is once again proud to sponsor the presentation of **Screenagers: Generation AI**.

This new film explores how artificial intelligence is rapidly impacting the lives of young people and what can be done to mitigate risks and promote healthy development. The film explores AI's growing influence on kids' and teens' social lives, academics, and mental health. More information, including PAC showtimes and dates, will be announced soon!

Have a Question? Reach Out!



email: pgtech@pgusd.org
website: tech.pgusd.org
phone: **831.646.6553**

Board Cover Sheet

Information/Discussion ▾

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

Meeting Date

Oct 8, 2026

Presenter(s)

Dr. Linda Adamson
Superintendent

Item

Future Agenda Items

Recommendation

The District Administration recommends that the Board review the Future Agenda Items list and provide direction regarding the addition, prioritization, or scheduling of items for upcoming meetings.

Background

[Bylaw 9323: Meeting Conduct](#) serves as the regulatory framework for Board operations and public engagement. Adopted in 2006 and revised in 2023, it ensures compliance with the Ralph M. Brown Act and California Education Code. The bylaw prioritizes meeting efficiency – establishing a 10:00 p.m. adjournment goal – and codifies the Board President's authority to maintain order while protecting the public's right to address the Board.

Information

Bylaw 9323 balances legal compliance with efficient governance through the following mandates:

- Operational Efficiency: Meetings adjourn by 10:00 p.m. unless extended by a majority; all actions require a majority vote of the full Board.
- Participation Standards: Public comments are limited to 3 minutes (6 for translated testimony). While the Board cannot deliberate on non-agendized items, it may direct staff to place matters on a future agenda.
- Conduct & Oversight: The Board President manages the floor to prevent "actual disruption" while ensuring the public's right to record and offer criticism is protected.

Fiscal Impact

2026/27 ▾

(None) No Fiscal Impact ▾

Future Agenda Items					
Item	Requested	Status/Action Plan Notes	Presented/ Agendized	Notes	Admin. Resolved
Fiscal Resources	February 26, 2026	Inquiry submitted to FCMAT and SSC for scoping, timeline, and cost associated with external agency review. Information Item will be presented at a meeting in April to highlight process, timeline, request scope definition from the Board and review estimated cost if the Board were to pursue one or both as an option	☒	Ongoing	☐
Updated: Sep 2, 2026					