

**Pacifica School District
Regular Meeting**
August 08, 2018 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:02 PM:

Present:

Ms. Elizabeth Bredall
Ms. Andrea Gould
Mr. Jesse Levin
Ms. Kathy Shiokari

Absent:

Ms. Laverne Villalobos

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND ANNOUNCEMENT:
RECORDING OF THE MEETING**

Minutes:

Trustee Bredall called the meeting to order at 6:02 P.M.

Quick Summary:

The District digitally records the audio portion of the meetings. The recorder is located in front of the Board Scribe. All recordings are kept in the Superintendent's Office for 30 days and are available during that time period for inspection by members of the public on district equipment without charge.

2. ANNOUNCEMENT OF CLOSED SESSION

Minutes:

Trustee Bredall announced Closed Session referring to the items listed on the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

Trustee Bredall asked if any member of the public wishes to address the Board.

Seeing none, Trustee Bredall adjourned to Closed Session at 6:03 P.M.

4. CLOSED SESSION

4.a. Public Employee Discipline/Dismissal/Release/Complaint

4.b. Public Employee Performance Evaluation (G.C. 54957)

Title: Superintendent

5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING

Minutes:

Trustee Bredall called the Open Session portion of the meeting at 7:00 P.M.

Trustee Levin led the flag salute.

Roll call was taken by Sandy Ramirez.

Staff present: Heather Olsen, Will Lucey, Josie Peterson, and Maria Gavidia.

Quick Summary:

The District digitally records the audio portion of the meetings. The recorder is located in front of the Board Scribe. All recordings are kept in the Superintendent's Office for 30 days and are available during that time period for inspection by members of the public on district equipment without charge. As a community service, Pacifica Community Television (PCT) records and broadcasts meetings.

6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Trustee Bredall reported out on Closed Session.

No action was taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.

Order #73 - Motion Passed: It is recommended that the Board approve the agenda for the August 8, 2018 meeting and all consent agenda items.

Passed with a motion by Mr. Jesse Levin and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Jesse Levin

Yes Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Quick Summary:

All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

CONSENT/ACTION

7.a. Agenda of the August 8, 2018 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the August 8, 2018 Regular meeting.

CONSENT/ACTION

7.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 06/05/18 through 07/13/18 totaling \$1,430,188.55.

CONSENT/ACTION

7.c. Service and Consultant Contract Approvals

Quick Summary:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

7.d. Personnel Changes

Quick Summary:

It is recommended that the Board of Trustees approve the personnel changes as presented.

CONSENT/ACTION

7.e. Approval of Agreement between Pacifica School District and the Boys and Girls Club North San Mateo County 2018-2019

Quick Summary:

It is recommended that the Governing Board approve the renewal of the agreement with the Boys and Girls Club North San Mateo County for recreational and extracurricular services at Ingrid B. Lacy Middle School.

CONSENT/ACTION

7.f. Agreement Between PSD and Pacifica Girls Softball for Use of Cabrillo Field 2018-2019

Quick Summary:

It is recommended that the Board approve the agreement between the Pacifica School District and the Pacifica Girls Softball League ("PGSL") for Joint Use and Maintenance of the Cabrillo Field.

CONSENT/ACTION

7.g. Approval of the Contract Between PSD and Pacifica Foursquare Church 2018-2019

Quick Summary:

It is recommended that the Board of Trustees approve the contract between Pacifica School District and the Pacifica Foursquare Church.

CONSENT/ACTION

7.h. Approval of the Contract Between PSD and Life Steps Foundation 2018-2019

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 contract between Pacifica School District and Life Steps Foundation Children and Family Services for use of space at Linda Mar Educational Center.

CONSENT/ACTION

7.i. Approval of 2018-2019 Permit Agreement: Gold Rush Pro, LLC

Quick Summary:

It is recommended that the Governing Board approve the permit agreement between Gold Rush Pro, LLC and Pacifica School District for use of building space at Oddstad School.

CONSENT/ACTION

7.j. Approval of Permit Agreement Educational School Services of America Spectrum Schools Inc. 2018-2019

Quick Summary:

It is recommended that the Board of Trustees approve the 2018-2019 Permit Agreement between the Educational School Services of America Spectrum Schools Inc. and the Pacifica School District for the use of space at Oddstad School.

CONSENT/ACTION

8. COMMUNICATIONS - 7:10 P.M.

Quick Summary:

This portion of the agenda is available to the public to address the Board on any issue that is not on the agenda. The maximum time allowed for any speaker is three minutes.

8.a. LSEA (Laguna Salada Education Association)

Minutes:

None

8.b. CSEA (Classified School Employees Association)

Minutes:

Jerry Newland was in attendance representing CSEA and shared that there was nothing at this time to report.

8.c. People Wishing to Address the Board

Minutes:

None

8.d. Correspondence

Minutes:

None

8.e. Board/Superintendent Communications

Minutes:

The Trustees shared the events and activities they attended since the last Board meeting including: Dog Surfing Championships; Band Camp; Cabrillo PTO parked cars for the dog surfing championships and brought in \$1,600 for the schools PTO organization; ThinkBridge Camp; Spindrift Musical, SMCSBA (San Mateo County School Board Association) Meeting; CA Practitioner Advisory Committee; Promotion Ceremonies and Linda Mar Educational Center and Ortega; Welcome event for Dr. Heather Olsen and Maria Gavidia and Farewell to John Hashizume and thanked him for his service to Pacifica School District.

Dr. Olsen thanked the Board of Trustees and staff for their support with giving her the opportunity to work in the Pacifica School District. Dr. Olsen shared the opening of the year activities that teachers and staff will or have attended.

9. DISTRICT BUSINESS - 7:20 P.M.

Minutes:

Trustee Bredall shared that the first item of the District Business portion of the agenda is a Public Hearing and has a set time of 7:20 P.M.

Josie Peterson asked President Bredall if it would be ok that 9e Approval of Resolution No. 2018-08-08-C be moved to the first item of the District Business agenda as guests Makiko Sato and John Palmer will speak on this item and are in attendance.

President Bredall moved forward with Ms. Peterson's recommendation.

Quick Summary:

DISTRICT GOALS The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, www.pacificasd.org, under District Information, Board of Trustees.

9.a. Public Hearing: Increase of Developer Fee Goal: Operations) - 7:20 P.M.

Minutes:

At 7:22 P.M. Trustee Bredall referred back to 9a of the agenda: Public Hearing - Increase of Developer Fee.

Josie Peterson shared that Government Code Section 65995 grants school districts authority to levy fees on developers because of the impact of new residential and commercial/industrial development on enrollment growth.

The purpose for increasing these fees on development projects within the boundaries of the District is for funding the construction or reconstruction of school facilities pursuant to Education Code section 17620. Because the fees have remained at \$3.20 per square foot for residential and \$0.51 per square foot of commercial/industrial since the District last reviewed developer fees in 2013, Jack Schreder & Associate was contracted to conduct a study to determine if the District is eligible to increase its share of the current maximum of \$3.79 and \$0.61, respectively.

The findings of that study determined that the District is eligible for the increase. The complete report is attached to this agenda item.

Quick Summary:
PUBLIC HEARING/INFORMATION

9.b. Approval of Resolution No. 2018-08-08-A to Increase Developer Fees (Goal: Operations) - 7:25 P.M.

Order #74 - Motion Passed: Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Andrea Gould.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson shared Public Hearing information to the Trustees in the previous agenda item and is now asking the Board of Trustees to approve Resolution No. 2018-08-08-A to increase the developer fees also known as school facility fees.

Board comments: the Board asked how the 60/40 split of fees was determined. Pacifica School District receives 60 percent of the fees. Ms. Peterson said that she has the documentation where this was determined, which is a very old document. She will send it to the Trustees to review.

Quick Summary:

It is recommended that the Board adopt Resolution No. 2018-08-08-A increasing school facility fees as authorized by Government Code Section 65995(b)(3).

ACTION

9.c. Approval of Measure O Independent Oversight Committee and Appointment of Committee Members (Goal: Governance) - 7:30 P.M.

Order #75 - Motion Passed: Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson stated that the Measure O Independent Oversight Committee shall consist of at least seven members: One member "active in a business organization"; One member "active in a senior citizens' organization"; One member "active in a bona fide taxpayers' organization"; and one member shall be a parent or guardian of an enrolled child.

If the specially reserved seats cannot be filled by volunteers, they remain vacant until a qualifying volunteer is found, but count toward the seven members. The committee cannot include employees or officials of the district; vendors, contractors or consultants for the district.

Ms. Peterson shared that the District advertised and that the District can advertise in other ways.

Ms. Peterson is bringing to the Board for approval two candidates that have applied for the Oversight Committee and shared that they are strong candidates.

The Board makes the decision on the expenditures and the oversight committee reviews the expenditures and compares it to the ballot language and makes a report stating how the expenditures were made according to the ballot language and did you spend it accurately.

Board comments/questions: Is there a Board member on this committee? Ms. Peterson shared that the committee is made up of independent oversight members. How often does the committee meet? After discussion it was determined that in the language it states quarterly.

The Board of Trustees approved Dylan Paul and Lynda Brocchini as members of the Measure O Independent Oversight Committee. The District will continue to advertise for potential member candidates.

Quick Summary:

It is recommended that the Board establish and appoint members to an Independent Oversight Committee for Measure O.

ACTION

9.d. Approval of Resolution 2018-08-08-B Authorized Signatures (Goal: Operations) - 7:35 P.M.

Order #76 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Jesse Levin

Yes Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson recommended that the Board approve Resolution No. 2018-08-08-B authorizing Heather Olsen, Josephine Peterson, Will Lucey and Maria Gavidia, as persons who can sign orders in the name of the Board.

Quick Summary:

It is recommended that the Board approve Resolution No. 2018-08-08-B authorizing Heather Olsen, Josephine Peterson, Will Lucey and Maria Gavidia, as persons who can sign orders in the name of the Board.

ACTION

9.e. Approval of Resolution No. 2018-08-08-C Authorizing the Issuance and Sale of Bonds (Goal: Operations) - 7:40 P.M.

Order #77 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson introduced John Palmer of Orrick, Herrington & Sutcliff LLP. Mr. Palmer addressed the Trustees and reviewed and explained the documents surrounding the issuance of bonds.

Mr. Palmer shared that the resolution will authorize the sale of a portion of the bonds authorized in the June 2018 Election. The bonds will be designated the Pacifica School District General Obligation Bonds, Election 2018 Series 2018 in the amount of \$18,000,000, for purposes of financing projects authorized under Measure O.

The District will request authorization from the County of San Mateo to issue and sell the bonds on its own behalf.

The District will appoint Isom Advisors as Municipal advisor and Orrick, Herrington & Sutcliff LLP, as Bond Counsel. RBC Capital Markets will be the underwriter.

Questions from the Trustees included: How was the 18,000,000 determined? Mr. Palmer explained that the approach is to borrow and spend what you can within 3 year term. How is the underwriter chosen? Mr. Palmer stated the Makiko Sato, Isom Advisors could address that question. Ms. Sato approached and addressed the Trustees and shared that RBC Capital Markets came forward with an in depth analysis and they have a lot of experience with school district General Obligation Bonds.

Quick Summary:

It is recommended that the Board approve Resolution No. 2018-08-08-C authorizing the issuance and sale of bonds of the Pacifica School District in an amount not to exceed \$18,000,000.

ACTION

9.f. Notice of Intent to Hire (LCAP Goal: #1) - 7:45 P.M.

Order #78 - Motion Passed: Passed with a motion by Mr. Jesse Levin and a second by Ms. Andrea Gould.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Maria Gavidia brought forward for approval by the Board of Trustees the Provisional Internship Permit to allow the teacher to teach as the Special Day Class Teacher at Sunset Ridge School.

Board comments/questions: How long has she been working in our district? We are talking about a position that affects our most vulnerable children. Can we place a long term substitute in the position? The Board wants to be certain that this teacher is well supported. The Board clarified that this would be a one year commitment.

Ms. Gavidia assured the Trustees that the teacher will be supported by a mentor and that Ms. Gavidia will support the Principal as well. She also shared that she feels that the teacher will do very well in this position. Ms. Gavidia stated that the longest we can place a substitute is 20 days and it can be difficult to find a substitute and it is hard on the children as well.

Ms. Gavidia mentioned to the Board that she would be happy to forward the resume of the teacher to review. She will share updates with the Board on how the teacher is doing throughout the year. Ms. Cundiff, Principal at Sunset Ridge meets and supports new teachers throughout the year as well.

Quick Summary:

It is recommended that the Board agree to support the teacher in obtaining her Provisional Internship Permit to allow her to teach as the SDC Teacher at Sunset Ridge School for the 2018-2019 School Year.

ACTION

9.g. 4th Quarter Report on Williams Uniform Complaints (Goal: Operations) - 7:50 P.M.

Minutes:

Ms. Peterson reported as part of the Williams Settlement, the Pacifica School District must submit a Quarterly Report on Williams Uniform Complaints [Education Code 35186] to the San Mateo County Office of Education. Attached to this agenda item is the 4th Quarter Report on Williams Uniform Complaints. There was one anonymous complaint filed during the 4th Quarter (April 1, 2018- June 30, 2018) with regards to vermin at the Sunset Ridge site. The District feels that this was due to having storing food for the Second Harvest Food Bank and composting. A company was brought in to do a full assessment of the campus and they successfully eliminated the problem as of June 30, 2018.

However, Ms. Peterson reported with the opening of the kitchen for preparation of school starting, they are back. The District will contact the pest control company again and take measures to eliminate the problem again. She stated that the District believes it was due to the food back storing food on campus but that there is a new venue where the food will be stored.

Quick Summary:
INFORMATION

9.h. Change to Pacifica School District Board of Trustees Meeting Calendar, 2018 (Goal: Governance) - 7:55 P.M.

Order #79 - Motion Passed: Passed with a motion by Mr. Jesse Levin and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Dr. Olsen asked the Board of Trustees to approve moving the September 19th Board meeting to September 20th due to Yom Kippur.

Trustee Gould shared that there is a Joint Articulation meeting that day at 5:30 P.M. and proposed moving that to 5:00 P.M. Dr. Olsen said she will propose the time change of the Joint Articulation Meeting to 5:00 P.M.

Quick Summary:

It is recommended that the Board of Trustees approve the change to the Pacifica School District Board of Trustees calendar, 2018.

ACTION

9.i. Appointment of Secretary to the Board of Trustees (Goal: Governance) - 8:00 P.M.

Order #80 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Dr. Olsen shared that with the retirement of Wendy Tukloff, the Board of Trustees need to appoint another Secretary to the Board of Trustees. This position is generally the current Superintendent.

Dr. Heather Olsen, Superintendent, was appointed by the Board as Secretary to the Board of Trustees.

Quick Summary:

It is recommended that the Board of Trustees appoint a Secretary to the Board.

ACTION

10. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:05 P.M.

10.a. March 2018 Manual Maintenance 3000 Series (First Reading)

Minutes:

Josie Peterson summarized the March 2018 Manual Maintenance 3000 series as listed on this agenda item.

Board Comments/Questions: With regard to the sharing table, which shares items like fresh fruit, unopened milk, and packaged items; some packaged items do contain allergy type ingredients (peanuts as an example). How will that be supervised? Is sharing table done in other districts? It's a great idea.

Ms. Peterson shared that the Child Nutrition Supervisor is working to come up with how this will be supported and would be something that would need supervision. It could benefit the Pacifica Resource Center. Ms. Peterson shared that Lori Miller, is part of the SNA (School Nutrition Association) and will be attending meetings of networking with other Child Nutrition Supervisors to come up with a successful sharing table.

Quick Summary:

March 2018 Manual Maintenance 3000 Series FIRST READING(Attachment A) March 2018 Manual Maintenance 3000 Series Board Memo(Attachment B) AR 3230 Federal Grant Funds - Use CSBA Sample As Is (no current PSD policy)(Attachment C) AR 3514 Integrated Pest Management - Use CSBA Sample As Is(Attachment D) AR 3551 Food Service Operations - Use CSBA Sample with Minor Revisions(Attachment E) BP 3551 Food Service Operations/Cafeteria Fund - Use CSBA Sample As Is(Attachment F) AR 3553 Free and Reduced Price Meals - Use CSBA Sample As Is(Attachment G) BP 3553 Free and Reduced Price Meals - Use CSBA Sample As Is

INFORMATION

10.b. March 2018 Manual Maintenance 6000 Series (First Reading)

Minutes:

Will Lucey summarized the March 2018 Manual Maintenance 6000 Series as listed on this agenda item.

A clarifying question was asked by the Board with regard to language in BP 6162.5 Student Assessment and striking out language that the Fed/State are recommending be in the policy. It was clarified that this strikeout of language due to contractual obligation will not affect losing Title 1 funding.

Quick Summary:

March 2018 Manual Maintenance 6000 Series (First Reading)(Attachment A) March 2018 Manual Maintenance 6000 Series Board Memo(Attachment B) BP 6162.5 Student Assessment Use CSBA Sample with Revisions(Attachment C) BP 6171 Title I Programs Use CSBA Sample As Is(Attachment D) AR 6171 Title I Programs Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

11. FUTURE AGENDA ITEMS - 8:15 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda items as listed.

Mr. Lucey shared that there are two small changes to the LCAP that he will be sharing out at a future meeting during his ESS (Educational Support Services) update.

12. ADJOURNMENT - 8:20 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:15 P.M.

Quick Summary:

NEXT MEETING: August 29, 2018, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

- The Board of Trustees may meet in Closed Session for the purposes of discussing Personnel under Government Code 54957 and Negotiations under Government Code 54957.6 after the open session.
- Pacifica School District, Board of Trustees Regular Meeting Agendas may be previewed on the District Website: www.pacificasd.org. Board of Trustees Regular Meetings are televised on Pacifica Community Television (PCT) Channel 26 on Thursdays at 3:30 p.m.
- Regular Meeting Agendas are posted at least 72 hours prior to each meeting at the following locations:
All District Schools Pacifica & Sanchez Libraries Pacifica Tribune San Mateo County Times
District Office
Special Meeting Agendas are posted at least 24 hours prior to the meeting at the Official Posting Location:
District Office
- *Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Executive Assistant to the Superintendent at least 10 working days before the meeting at 650.738.6625. Notification in advance of the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*
- The agenda (order in which the items are presented) is accepted or amended by the Board at the beginning of the meeting under the item "Approval of the Agenda." Once the agenda is approved by the Board, the meeting will proceed in the order approved. Times for agenda items are approximate with the exception of Public Hearings. Public Hearings will occur at or after the time listed on the agenda.

Guidelines for Public Comment

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.
- Individuals wishing to address the Board must complete a request card with their name, address and the item number. Cards are located on the table as you enter the room. Cards should be submitted either to the Board President or to the Superintendent.
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.

- The Board, at their discretion, may limit the total time allotted for public comment during each agenda item.
- Individuals must be recognized by the Board President and step to the podium to speak.
- Speakers should introduce themselves and speak into the microphone. (The microphone is for the television and does not amplify sound.)
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

7/21/10 Original – Updated 9/13/10

Clerk

Superintendent