

**Pacifica School District  
Reorganization Meeting**  
December 12, 2018 6:00 PM  
375 Reina Del Mar Avenue  
Pacifica, CA 94044

The Virginian Suites  
1500 Arlington Blvd  
Arlington, VA 22209

<https://global.gotomeeting.com/join/993534797> or 1-872-240-3311 (Access code: 993-534-797)

**Attendance Taken at 6:01 PM:**

Present:

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

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

Minutes:

Trustee Bredall called the meeting to order at 6:01 P.M.

Trustee Levin attended the meeting via teleconference from The Virginia Suites, 1500 Arlington Blvd., Arlington, VA.

<https://global.gotomeeting.com/join/993534797> or 1-872-240-3311 (Access code: 993-534-797)

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.

**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 6:02 P.M.

### **4. CLOSED SESSION**

#### **4.a. Conference with Labor Negotiator**

**Agency Negotiator: Heather Olsen, Superintendent**

**4.a.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)**

### **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 Shiokari led the flag salute.

Roll call was taken by Susanne Campos.

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

Quick Summary:

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### **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. REORGANIZATION - 7:05 P.M.**

### **7.a. Annual Board Reorganization**

#### **7.a.1. Installation of Elected Board Members - Administer Oath**

Minutes:

Returning Trustees, Elizabeth Bredall, Kathy Shiokari, and Laverne Villalobos were given the State of California Oath or Affirmation of Office.

Rebecca Villalobos, daughter of Laverne Villalobos, gave Trustee Villalobos the State of California Oath or Affirmation of Office.

Heather Olsen, Superintendent, gave Trustee Bredall and Trustee Shiokari the State of California Oath or Affirmation of Office.

Quick Summary:

ADMINISTER OATH Elected Board Trustees, Elizabeth Bredall, Kathy Shiokari, and Laverne Villalobos, shall be given the State of California Oath or Affirmation of Office.

#### **7.a.2. Election of 2019 Officers (President, Vice President, Clerk, Vice Clerk) and Appointment of Secretary to the Board**

Minutes:

The Trustees elected the 2019 Officers and Appointment of Secretary to the Board.

Trustee Bredall nominated Ms. Laverne Villalobos as President; Trustee Shiokari seconded the nomination of Ms. Villalobos.

The Board passed with of vote of 4-0 with Ms. Villalobos abstaining from the vote.

Trustee Villalobos took the seat as President of the Pacifica School District Board of Education Trustees.

The elections continued with a motion for Vice President. Trustee Shiokari nominated Mr. Jesse Levin for Vice President; Trustee Bredall seconded the nomination of Mr. Levin.

The Board passed with of vote of 4-0 with Mr. Levin abstaining from the vote.

The elections continued with a motion for Clerk. Trustee Bredall nominated Ms. Andrea Gould for Clerk; Trustee Shiokari seconded the nomination of Ms. Gould.

The Board passed with of vote of 4-0 with Ms. Gould abstaining from the vote.

President Villalobos took action to appoint Heather Olsen, Superintendent, as Secretary to the Board.

Trustee Bredall moved to approve Heather Olsen as Secretary to the Board with a second by Trustee Shiokari. The Board passed the motion 5-0.

Quick Summary:

It is recommended that the Board elect officers for the 2019 calendar year and appoint Dr. Heather Olsen, Superintendent, as Secretary to the Board.

DISCUSSION/ACTION

**7.a.3. Board Meeting Calendar for 2019**

**Order #82 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kathy Shiokari.

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

Minutes:

Dr. Olsen presented the attached proposed 2019 Board of Trustee meeting calendar.

She asked the Trustees for their availability for two Board Work Study sessions to be added to this calendar. Wednesday, January 16, 2019 at 5:00 PM for discussion of the Facilities Master Plan and Tuesday, January 22, 2019 at 7:00 PM for discussion of Workforce Housing. The Trustees confirmed their availability and the two sessions were added.

Quick Summary:

It is recommended that the Board adopt the Board meeting calendar for the 2019 calendar year.

DISCUSSION/ACTION

**7.a.4. Board of Trustees Committee/Liaison Assignments 2019**

**Order #83 - 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  
Yes Ms. Laverne Villalobos

Minutes:

The Trustees reviewed the 2018 Board of Trustee Committee Assignments and discussed the 2019 assignments they would like to serve.

Dr. Olsen mentioned removing the expectation clause at the bottom of the Board of Trustee Assignment document.

Dr. Olsen also mentioned adding the Pacifica School Volunteer (PSV) meeting assignment and the Early Learning Leadership Team meeting assignment. PSV meets approximately four times per year and the Early Learning Leadership Team meets two times per year between January and June. Because this is the first that the Trustees are learning of these added committee assignments, they will be discussed at a future meeting.

The Trustees confirmed their committee assignments for 2019.

Quick Summary:

It is recommended that the Board appoint committee/liaison assignments for the 2019 calendar year.

#### DISCUSSION/ACTION

#### **7.a.5. Resolution No. 2018-12-12-A Delegation of Authority**

**Order #84 - 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  
Yes Ms. Laverne Villalobos

Minutes:

In keeping with the routine of most districts, this item regarding the authority of the superintendent to address routine District Management activities is placed for Board action at this annual organization meeting.

It is recommended that the Pacifica Board of Trustees approve Resolution No. 2018-12-12-A, Delegation of Authority for the Board of Trustees to the Superintendent for the 2019 calendar year.

Quick Summary:

It is recommended that the Board approve Resolution No. 2018-12-12-A, Delegation of Authority for the Board of Trustees to the Superintendent for the 2019 calendar year.

## DISCUSSION/ACTION

### 8. APPROVAL OF THE MINUTES of November 28, 2018 - 7:20 P.M.

**Order #85 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kathy Shiokari.

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

Quick Summary:

It is recommended that the Board approve the Minutes of the November 28, 2018 Regular Meeting.

## ACTION

### 9. APPROVAL OF THE AGENDA AND CONSENT AGENDA - 7:25 P.M.

**Order #86 - Motion Passed:** It is recommended that the Board approve the Agenda for the December 12, 2018 meeting and all Consent Agenda items.

Passed with a motion by Ms. Andrea Gould and a second by Ms. Elizabeth Bredall.

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

### 9.a. Agenda of the December 12, 2018 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the December 12, 2018 meeting.

## CONSENT/ACTION

#### **9.b. Consideration of Acceptance Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 11/02/18 through 11/20/18 totaling \$605,076.75.

CONSENT/ACTION

#### **9.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

#### **9.d. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

#### **9.e. Approval of Contract with Illuminate Education Inc.**

Quick Summary:

It is recommended that the Board approve a renewal contract with Illuminate Education Inc. to continue to provide access to and support for a web-based software system for student data and assessment management.

CONSENT/ACTION

#### **9.f. May 2018 Manual Maintenance: E 5125.1 Release of Directory Information and BP 5131.2 Bullying (Second Reading)**

Quick Summary:

May 2018 Manual Maintenance: E 5125.1 Release of Directory Information and BP 5131.2 Bullying SECOND READING (Attachment A) May 2018 Manual Maintenance: E 5125.1 Release of Directory Information and BP 5131.2 Bullying - Board Memo(Attachment B) E 5125.1 Release of Directory Information - Use CSBA Sample with Revisions(Attachment C) BP 5125 Student Records - Use CSBA Sample with Revisions(Attachment D) BP 5131.2 Bullying - Use CSBA Sample with Revisions

CONSENT/ACTION

**9.g. July 2018 Manual Maintenance 4000 Series (Second Reading)**

Quick Summary:

July 2018 Manual Maintenance 4000 Series SECOND READING(Attachment A) July 2018 Manual Maintenance 4000 Series (Second Reading) Board Memo(Attachment B) BP 4140\_4240\_4340 Bargaining Units-Use CSBA Sample with Revisions(Attachment C) AR 4157.2\_4257.2\_4357.2 Ergonomics- Use CSBA Sample As Is

CONSENT/ACTION

**9.h. July 2018 Manual Maintenance 5000 Series (Second Reading)**

Quick Summary:

July 2018 Manual Maintenance 5000 Series SECOND READING(Attachment A) July 2018, 5000 Series (Second Reading) Board Memo(Attachment B) AR 5141. 32 Health Screening for School Entry-Use CSBA Sample As Is

CONSENT/ACTION

**9.i. July 2018 Manual Maintenance 6000 Series (Second Reading)**

Quick Summary:

BP/AR 6174 Education for English Learners SECOND READING(Attachment A) BP/AR 6174 Education for English Learners Board Memo (Attachment B) BP 6174 Education For English Learners-Use CSBA Sample As Is(Attachment C) AR 6174 Education For English Learners-Use CSBA Sample with Revisions

CONSENT/ACTION

**9.j. October 2018 Manual Maintenance 0000, 1000, 9000 Series (Second Reading)**

Quick Summary:

October 2018 Manual Maintenance 0000, 1000, 9000 Series SECOND READING(Attachment A) October 2018 Manual Maintenance 0000 1000 9000 Series Board Memo(Attachment B) BP 0420.42 Charter School Renewal - Use CSBA Sample As Is(Attachment C) BP 1100 Communication with the Public - Use CSBA Sample As Is(Attachment D) Terms of Office - Use CSBA as Revised

CONSENT/ACTION

**9.k. October 2018 Manual Maintenance 3000 Series (Second Reading)**

Quick Summary:

October 2018 Manual Maintenance 3000 Series SECOND READING(Attachment A) October 2018 Manual Maintenance 3000 Series(Attachment B) BP 3290 Gifts and Bequests - Use CSBA Sample As Is(Attachment C) AR 3320 Claims and Actions Against the District - Use CSBA Sample As Is(Attachment D) AR 3460 Financial Reports and Accounting - Use CSBA Sample As Is

CONSENT/ACTION

**9.I. October 2018 Manual Maintenance 6000 Series (Second Reading)**

Quick Summary:

October 2018 Manual Maintenance 6000 Series SECOND READING(Attachment A) October 2018 Manual Maintenance 6000 Series Board Memo(Attachment B) BP 6142.3 Civic Education - Use CSBA Sample with Revisions(Attachment C) BP 6145.2 Athletic Competition - Use CSBA Sample with Revisions(Attachment D) AR 6145.2 Athletic Competition - Use CSBA Sample with Revisions(Attachment E) BP 6170.1 Transitional Kindergarten - Use CSBA Sample with Revisions(Attachment F) BP 6190 Evaluation of the Instructional Program - Use CSBA Sample with Revisions

CONSENT/ACTION

**10. COMMUNICATIONS**

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.

**10.a. LSEA (Laguna Salada Education Association)**

Minutes:

None

**10.b. CSEA (Classified School Employees Association)**

Minutes:

Sue Beckmeyer, CSEA Representative, addressed the Trustees to announce the election of new CSEA Officers for Chapter 128.

President: Jerry Newland

1st Vice President: Frank Tse

2nd Vice President: Darcy Fields

Secretary: Rondel Davis

Treasurer: Becky Howarth

Ms. Beckmeyer shared that her tenure with CSEA will conclude on December 31, 2018.

**10.c. People Wishing to Address the Board**

Minutes:

None.

#### **10.d. Correspondence**

Minutes:  
None.

#### **10.e. Board/Superintendent Communications**

Minutes:  
The Trustees shared the events and activities they attended since the last Board meeting including: CSBA (California School Boards Association) Annual Education Conference; Facilities Committee Meeting; Winter Band and Jazz Band Concerts, Pacifica Collaborative; Big Five meeting at Vallemar with Captain Spanheimer of the Pacifica Police Department; Rockaway Beach Tree Lighting; PEF Winter Gala.

### **11. DISTRICT BUSINESS - 7:50 P.M.**

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](http://www.pacificasd.org), under District Information, Board of Trustees.

#### **11.a. CSBA Annual Education Conference, 2018**

Minutes:  
Each year, California School Boards Association (CSBA) holds their Annual Education Conference at the end of November.

The conference is structured as a continuing education program - delivering practical solutions to help governance teams from districts and county offices of education improve student learning and achievement.

Dr. Olsen and the Board of Trustees, who had the opportunity to attend the conference, shared information

from the conference which included: President's Workshop; social/emotional wellness presentation; managing an emergency on campus; EL Roadmap information; protecting students impacted by immigration; sexual harassment in schools; teacher/counselor support; California Voter's Act; changes to the SBAC; fiscal outlook of the State; The Brown Act.

Discussion was brought up regarding how to communicate good information out to the public via Twitter and Facebook; bringing the Board President communication message back; possibility of having a student Board member as a prep for high school.

Quick Summary:  
INFORMATION

**11.b. Reclassification of Clerical Assistant, Facilities, Maintenance and Operations (LCAP Goals: #1, Operations)**

**Order #87 - 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  
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented to the Board of Education Trustees that Mary Notmeyer currently holds the position of Clerical Assistant assigned to the Facilities, Maintenance and Operations Department.

Upon evaluation of Ms. Notmeyer's duties, the District and CSEA have agreed to reclassify Ms. Notmeyer's Clerical Assistant status to Administrative Secretary status. Her current salary on the classified salary schedule is Range 48, Long I Year. Her salary as an Administrative Secretary will be Range 56, Long I Year. Her hours will remain the same: 8 hours daily, Monday through Friday, including a 30- minute unpaid lunch break.

Per CSEA Article 29.1.3, it is recommended that this change go into effect December 1, 2018.

Sue Beckmeyer, representing CSEA, addressed the Board stating that CSEA is 100% in favor of this reclassification.

The Board of Trustees asked what the fiscal impact would be. Ms. Gavidia shared that the impact would be \$4,300 annually; however, this does not impact the current budget as the funds come out of restricted funds already allocated in the Facilities, Maintenance and Operations budget area.

Quick Summary:

It is recommended the Board of Trustees approve the reclassification of Clerical Assistant of Facilities, Maintenance and Operations Department, to Administrative Secretary of Facilities, Maintenance and Operations.

ACTION

**11.c. Approval of Form J-13A Request for Allowance of Emergency Conditions (Goal: Operations)**

**Order #88 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Elizabeth Bredall.

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

**Minutes:**

Josie Peterson shared with the Board of Education Trustees that on November 16, 2018 San Mateo County was impacted by wildfire smoke from the Butte County (Camp Fire) fires. The Bay Area Air Quality reported air quality in the "Very Unhealthy Category."

Pacifica School District along with many other San Mateo County School Districts closed school on Friday November 16, 2018.

Approval of this request will allow the District to disregard this day in the calculation of attendance without penalty and obtain credit for instructional time.

**Quick Summary:**

It is recommended that the Board approve the Form J-13A Request for Allowance of Attendance because of Emergency Conditions.

**ACTION**

**12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 8:05 P.M.**

**12.a. October 2018 Manual Maintenance 4000 Series (First Reading)**

**Minutes:**

Maria Gavidia presented to the Trustees the October 2018 Manual Maintenance 4000 Series for First Reading. There were no changes presented by the Board.

They will be presented to the Trustees for Second Reading and approval by the Board at a future Regular Board meeting.

**Quick Summary:**

October 2018 Manual Maintenance 4000 Series FIRST READING(Attachment A) October 2018 Manual Maintenance 4000 Series (First Reading) Board Memo(Attachment B) BP 4114 Transfers - Use CSBA Sample with Revisions

**INFORMATION/DISCUSSION**

## **12.b. October 2018 Manual Maintenance 5000 Series (First Reading)**

### **Minutes:**

Maria Gavidia presented to the Trustees the October 2018 Manual Maintenance 5000 Series for First Reading. There were no changes presented by the Board.

They will be presented to the Trustees for Second Reading and approval by the Board at a future Regular Board meeting.

### **Quick Summary:**

October 2018 Manual Maintenance 5000 Series FIRST READING(Attachment A) October 2018 Manual Maintenance 5000 Series Board Memo(Attachment B) BP 5144.1 Suspension and Expulsion\_Due Process\_Use CSBA Sample with Revisions(Attachment C) AR 5144.1 Suspension and Expulsion\_Due Process\_CSBA Sample with Revisions

## **INFORMATION/DISCUSSION**

## **13. FUTURE AGENDA ITEMS - 8:10 P.M.**

### **Minutes:**

Dr. Olsen reminded the Trustees of the added Board Work Study sessions for January 16, 2019 at 5:00 PM and January 22, 2019 at 7:00 PM.

## **14. ADJOURNMENT - 8:15 p.m.**

### **Minutes:**

President Villalobos adjourned the meeting at 8:20 P.M.

### **Quick Summary:**

**NEXT MEETING:** Tentatively January 16, 2019, 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](http://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

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Clerk

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Superintendent