

Pacifica School District
Regular Meeting
August 29, 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
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 reconvened the Open Session portion of the meeting at 7:02 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:

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 MINUTES of June 13, 2018

Order #73 - Motion Passed: It is recommended that the Board approve the Minutes of the June 13, 2018 Regular Meeting.

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
Yes Ms. Laverne Villalobos

Quick Summary:
ACTION

8. APPROVAL OF THE MINUTES of August 8, 2018

Order #74 - Motion Passed: It is recommended that the Board approve the Minutes of the August 8, 2018 Regular Meeting.

Passed with a motion by Ms. Andrea Gould and a second by Ms. Laverne Villalobos.

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

Quick Summary:
ACTION

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

Order #75 - Motion Passed: It is recommended that the Board approve the agenda for the August 29, 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
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 August 29, 2018 meeting

Quick Summary:
It is recommended that the Board approve the agenda for the August 29, 2018 Regular 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 7/18/18 through 8/8/18 totaling \$787,513.59.

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 of Trustees approve the following Personnel items as presented.

CONSENT/ACTION

9.e. CSBA March 2018 Manual Maintenance 3000 Series (Second Reading)

Quick Summary:

March 2018 Manual Maintenance 3000 Series SECOND 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

CONSENT/ACTION

9.f. CSBA March 2018 Manual Maintenance 6000 Series (Second Reading)

Quick Summary:

March 2018 Manual Maintenance 6000 Series SECOND 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

CONSENT/ACTION

10. 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.

10.a. LSEA (Laguna Salada Education Association)

Minutes:

None.

10.b. CSEA (Classified School Employees Association)

Minutes:

CSEA Representative, Jerry Newland, stated nothing to report at this time.

10.c. People Wishing to Address the Board

Minutes:

None

10.d. Correspondence

Minutes:

None.

10.e. Board/Superintendent Communications

Minutes:

Heather Olsen introduced Mr. Jorge Machado as Pacifica School District's newly appointed Director, Facilities, Maintenance and Operations. Mr. Machado comes from the Cabrillo Unified School District (CUSD). He has been working at CUSD since 2001. Mr. Machado's family was present in the audience supporting his appointment as Director. He thanked the Pacifica School District Board of Trustees and staff members and appreciates the opportunity to work for the Pacifica School District.

The Trustees shared the events and activities they attended since the last Board meeting including: school year kickoff event at IBL; Brookwood meeting for workforce housing; Board Governance Meeting; Cabrillo, Ortega, and Vallemar Back to School Night; Band Camp at IBL; helped with fingerprinting volunteers at Cabrillo; New Teacher Orientation.

Dr. Olsen shared that she has been able to visit 6 schools in our district since she has started with the Pacifica School District and will continue to visit the schools each week through staff meetings and site visits.

11. DISTRICT BUSINESS - 7:20 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, under District Information, Board of Trustees.

11.a. Educational Support Services Update (LCAP Goals:#1, #2, #3)

Minutes:

Will Lucey, Executive Director, presented a PowerPoint on updates to Educational Support Services.

Mr. Lucey highlighted updates that happened over the summer including: K2K Kickoff to Kindergarten; Technology Summer Work; CAASPP Results; Program/Curriculum; Humanities English Language Arts/English Language Development, History, Social Science; Mathematics; School Climate and Social Emotional Learning (SEL); Science; World Language Spanish FLES and Middle School Program; and Music.

Mr. Lucey highlighted that K2K enrolled 96 children and 95 attended for the 18 days.

Board Comments included: Understanding and support of distribution of Bridges intervention kits to the RSP teachers in order to target students who may be more vulnerable. A question regarding when the general education teachers will receive Bridges intervention training. Mr. Lucey shared that currently the kits have been purchased for the RSP and SDC teachers and they have been trained in their use. This was prioritized due to need for this population. The goal is also to provide them for the GE classes along with training. Presently these kits are being shared with GE teachers and that some GE teachers have received some training.

A question was asked pertaining to teachers having access to CAASPP in which Mr. Lucey shared that the teachers have access through DataZone, however, they have not yet been officially trained. DataZone is scheduled to come to our October 8th Professional Development Day to provide training for teachers and additionally will come out to each site and train the teachers.

Clarification surrounding the Client Scores in order to interpret correctly and making sure DataZone is on a good schedule relating to uploading assessment scores.

Trustees asked if we use MDTP (Mathematics Diagnostic Testing Project)? Mr. Lucey shared that the District just started setting up accounts and that it has not been decided as to what program will be used, currently we use MARS (Mathematics Assessment Resource Service).

Mr. Lucey shared that the World Language: Spanish program will follow a schedule: 6th grade receiving exploratory program; 7th grade receiving half of Spanish 1 and 8th grade receiving a full year of Spanish which then allows the student to begin high school at the Spanish 2 level if they've taken and passed the placement test showing that they've mastered Spanish 1. The student will receive up to 10 elective credits and not World Language credits.

Quick Summary:
INFORMATION

11.b. Grant Agreement Between Silicon Valley Community Foundation and Pacifica School District (LCAP Goal: #2, #3)

Order #76 - 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:

Will Lucey presented for approval the Grant Agreement Between Silicon Valley Community Foundation and Pacifica School District.

Pacifica School District was awarded a similar SVCF grant in 2017-2018 school year. This grant agreement which runs through June, 2020 in an amount not to exceed \$24,000, supports local initiatives that connect early childhood learning to TK-3rd grade education, and promote family, community and school partnerships that ensure young learners receive high quality instruction and a strong foundation for future learning.

Board comments/questions:

Does the District request the amount we want or is there designated amount for districts?
Will Lucey shared that there are several grant opportunities to couple along with this grant and the district is looking in to them

Wendy Tukloff's name was on the agreement, will that be updated?. Mt. Lucey stated that the grant is named specifically to Pacifica School District and that Dr. Tukloff's name was on the grant as she was still in the Superintendent position when this grant was approved, and that SVCF has accepted Dr. Olsen's signature on the agreement.

Quick Summary:

It is recommended that the Board approve the attached Grant Agreement between Pacifica School District and Silicon Valley Community Foundation (SVCF).

ACTION

**11.c. Resolution No. 2018-08-29-A - E9270 Conflict of Interest (Biennial Review Notice)
(Goal: Governance)**

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

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

Minutes:

Dr. Olsen presented Resolution No. 2018-08-29-A for E9270 Conflict of Interest.

Annually, Form 700 Conflict of Interest is filled out by the Board of Education Trustees, Cabinet and Administrator level staff. Resolution No. 2018-08-29-A E9270 Conflict of Interest has been updated to reflect any changes that have been made with regard to position titles and reporting level for Form 700.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2018-08-29-A - E9270 Conflict of Interest Code.

ACTION

11.d. Resolution No. 2018-08-29-B for Attendance Awareness Month (LCAP Goal: #3)

Order #78 - 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
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented Resolution No. 2018-08-29-B for Attendance Awareness Month.

The Pacifica School District joins schools and communities across San Mateo County in recognizing the importance of regular school attendance in this Annual Attendance Awareness Month. Adopting this resolution supports the fact that attendance matters.

The district will continue to monitor all attendance, excused and unexcused, and report students who have missed 10% or more of school for the school year.

The Pacifica School District believes that attending school regularly helps children feel better about school and themselves; regular attendance promotes success in school and in life.

Quick Summary:

It is recommended that the Board of Trustees adopt Resolution No. 2018-08-29-B endorsing September 2018 as Attendance Awareness Month.

ACTION

11.e. Resolution 2018-08-29-C Certifying Results of Measure O, General Bond Election held on June 5, 2018 (Goal: Operations)

Order #79 - 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:

Josie Peterson presented Resolution No. 2018-08-29-C Certifying Results of Measure O, General Bond Election.

The purpose of this resolution is to formally certify the results of Measure O. The election was held on June 5, 2018. Under Ed Code Section 15274, the Board of Trustees is required to certify the results of the election after it receives the Certificate of Election Results from the County. The District has received this certification from the County of San Mateo. Following adoption of this resolution, the District will file a signed copy of it with the County Superintendent of Schools, who will then transmit it to the Board of Supervisors.

The Trustees thanked everyone who ran the campaign and the community in supporting the Pacifica School District to benefit the children.

Quick Summary:

It is recommended that the Board adopt Resolution No. 2018-08-29-C Certifying Results of Measure O, General Obligation Bond Election held on June 5, 2018.

ACTION

11.f. Call for Nominations for Directors-at-Large Asian/Pacific Islander and Hispanic (Goal: Governance)

Minutes:

Dr. Olsen requested from the Board, direction on nominations for Directors-at-Large Asian/Pacific Islander. No nominations were made.

Quick Summary:
INFORMATION/DISCUSSION

11.g. Resolution No. 2018-08-29-D: Board Compensation for Missed Meeting (Goal: Governance)

Order #80 - 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
Abstain Ms. Laverne Villalobos

Minutes:
Dr. Olsen presented to the Board Resolution No. 2018-08-29-D: Board Compensation for Missed Meeting.

Trustee Villalobos was absent from the August 8, 2018 Board meeting due to hardship.

Quick Summary:
It is recommended that the Pacifica School District Board of Trustees approve Resolution 2018-08-29-D: Board Compensation for Missed Meeting.

DISCUSSION/ACTION

11.h. Report Interest Earned 4th Quarter 2017-2018 (LCAP Goal: Operations)

Minutes:
Josie Peterson reported out on the 4th quarter 2017-2018 interest earned. The interest rate and interest earned is outlined in the attached Board memo which is attached to this agenda item.

Quick Summary:
INFORMATION

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

12.a. March 2018 Manual Maintenance 1000 Series - (First Reading)

Minutes:
Dr. Olsen presented to the Trustees, March 2018 Manual Maintenance 1000 Series for First Reading.

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

Quick Summary:

March 2018 Manual Maintenance 1000 Series FIRST READING (Attachment A) Board Memo -
March 2018 Manual Maintenance 1000 Series(Attachment B) BP 1312.3 Uniform Complaint
Procedures - Use CSBA Sample with Minor Revisions(Attachment C) AR 1312.3 Uniform
Complaint Procedures - Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

12.b. March 2018 Manual Maintenance 4000, 5000 Series (First Reading)

Minutes:

Maria Gavidia presented to the Trustees, March 2018 Manual Maintenance 4000, 5000
Series for First Reading.

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

There were questions raised by the Board regarding:

BP 4119.11/4219.11/4319.11 which references a complaint hotline. Ms. Gavidia reported
that at this time the district does not have a complaint hotline but would be something to
consider for the future.

AR 4161.8/4261.8/4361.8 Does the policy preclude the family member from taking leave,
pertaining to employees of military and their families seeking healthcare(military or civilian
treatment facility)and staff taking leave to care for their spouse. Ms. Gavidia shared that the
military designates the provider whether it be a military or civilian facility. Ms. Gavidia
stated that she would look further in to information relating to this policy and how the
language is written with regard to leave for military spouses.

Quick Summary:

March 2018 Manual Maintenance 4000, 5000 Series FIRST READING Attachment A - Board
Memo - March 2018 Manual Maintenance 4000, 5000 Series Attachment B - BP
4111_4211_4311 Recruitment and Selection - Use CSBA Sample As Is Attachment C - BP
4119.11_4219.11_4319.11 Sexual Harassment - Use CSBA Sample As Is Attachment D -AR
4119.11_4219.11_4319.11 Sexual Harassment - Use CSBA Sample As Is Attachment E - AR
4161.1_4361.1 Personal Illness Injury Leave - Use CSBA Sample With Revisions Attachment F
- AR 4161.8_4261.8_4361.8 Family Care and Medical Leave - Use CSBA Sample With
Revisions Attachment G - AR 4261.1 Personal Illness - Injury Leave - Use CSBA Sample With
Revisions Attachment H - BP 5022 - Use CSBA Sample As Is Attachment I - AR 5022 - Use
CSBA Sample As Is Attachment J - BP 5145.6 - Use CSBA Sample As Is Attachment K -
E5145.6 - Use CSBA Sample As Is

INFORMATION/DISCUSSION

13. FUTURE AGENDA ITEMS - 8:25 P.M.

Minutes:

Heather Olsen reviewed the Future Agenda Items as attached to this agenda item.

14. ADJOURNMENT - 8:30 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:20 P.M.

Quick Summary:

NEXT MEETING: Thursday, September 20, 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