

**Pacifica School District
Board Work Study and Regular Meeting**

January 16, 2019 5:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 5:13 PM:

Present:

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

Absent:

Ms. Andrea Gould

Updated Attendance:

Ms. Andrea Gould was updated to present at: 5:24 PM

1. OPEN SESSION - 5:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL

Minutes:

President Villalobos called the meeting to order at 5:13 PM.

Trustee Levin led the flag salute.

Susanne Campos took roll call.

2. PUBLIC COMMUNICATION on Work Study Session Items

Minutes:

There were no members of the public wishing to address the Board on the Work Study Session item.

3. WORK STUDY SESSION

3.a. Facilities Master Plan

4. COMMUNICATIONS

4.a. Board/Superintendent Communications

5. RECESS

Minutes:

The Trustees took a brief recess.

6. REGULAR BOARD MEETING - 7:00 P.M.

Minutes:

The Trustees reconvened the meeting at 7:01 PM.

Staff present: H. Olsen, J. Peterson, W. Lucey, M. Gavidia, and S. Campos.

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.

7. APPROVAL OF THE MINUTES of December 12, 2018

Order #85 - 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

Quick Summary:

It is recommended that the Board approve the Minutes of the December 12, 2018 Regular Meeting

ACTION

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

Order #86 - Motion Passed: It is recommended that the Board approve the agenda for the January 16, 2019 meeting and all consent agenda items. 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

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

8.a. Agenda of the January 16, 2019 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the January 16, 2019 Regular meeting.

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 11/27/2018 through 12/05/2018 totaling \$650,380.71.

CONSENT/ACTION

8.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

8.d. Personnel Changes

Quick Summary:

It is recommended that the Board of Trustees approve the following Personnel items as presented.

CONSENT/ACTION

8.e. Student Teacher Agreement (MOU) Between Pacifica School District and San Jose State University

Quick Summary:

It is recommended that the Board approve the MOU between Pacifica School District and San Jose State University.

CONSENT/ACTION

8.f. October 2018 Manual Maintenance 5000 Series (Second Reading)

Quick Summary:

October 2018 Manual Maintenance 5000 Series SECOND READING(Attachment A) Board Memo 5000 Series - Second Reading(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

CONSENT/ACTION

8.g. October 2018 Manual Maintenance 4000 Series (Second Reading)

Quick Summary:

October 2018 Manual Maintenance 4000 Series SECOND READING (Attachment A) October 2018 Manual Maintenance 4000 Series Board Memo (Attachment B) BP 4114 Transfers_Use CSBA Sample with Revisions

CONSENT/ACTION

9. 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.

9.a. LSEA (Laguna Salada Education Association)

Minutes:

None.

9.b. CSEA (Classified School Employees Association)

Minutes:

None.

9.c. People Wishing to Address the Board

Minutes:

Nicole Sayres, Lead Behaviorist for Pacifica School District, addressed the Board to thank the Pacifica Lions Club for a \$400 grant that went toward social playgroup activities at the Linda Mar Educational Center. She shared that the children are really enjoying new puzzles, games, and a play kitchen.

9.d. Correspondence

Minutes:

No correspondence.

9.e. Board/Superintendent Communications

Minutes:

The Trustees shared events and activities they attended since the last Board meeting including: Cabrillo/Valleamar band concert at Ingrid B. Lacy; the Facilities Master Plan Work Study; Ocean Shore Winter Bazaar. A Trustee read and suggested reading "How School's Work" by Arne Duncan, stating that it was informative and teaches how to better support our staff and students; Cabrillo and Sunset Ridge 3-5 concerts. It was shared that Mark Unbehagen, 3-5 Music Teacher, does incredible work with our students and are thankful to him for his work.

Dr. Olsen attended the Early Learning Partners Network Gathering which was facilitated by Hildur Carlen, Early Learning Program Coordinator.

10. 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.

10.a. Parcel Tax Oversight Committee Annual Report (Goal: Operations, Governance)

Minutes:

Josie Peterson introduced Richard Zuromski, Chairperson for the Parcel Tax Oversight Committee.

Mr. Zuromski presented a report of the committee's review. The committee met on October 16, 2018 and reviewed the final expenditures for 2017-2018, proposed expenditures for 2018-2019 and a report on student achievement. The District continues to become stronger and data shows that there is yearly progress.

The reports are attached to this agenda item.

The Trustees thanked Mr. Zuromski for his many years of commitment to the Parcel Tax Oversight Committee.

Quick Summary:

INFORMATION

10.b. Approval of the 2017-2018 Audit Report (Goal: Operations)

Order #87 - 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:

Josie Peterson introduced Daniel Garaycochea from Chavon & Associates to present the District's Audit Report for 2017-2018.

Education Code 41020 requires districts to have an external audit conducted on its financial statements annually. The general objective of each audit is to determine whether:

- The financial statements are presented fairly and in accordance with Governmental Accounting Standards Board (GASB).
- There is effective control over and proper accounting for revenues, expenditures, assets and liabilities.
- State and Federal financial reports and claims for advances or reimbursements contain accurate and reliable financial data and are presented in accordance with the terms of applicable agreements.
- State and Federal funds are being expended in accordance with the terms of applicable agreements and those provisions of law or regulations that could have a material effect on the financial statements or on the awards tested.

There were no findings or internal control recommendations in the 2017-2018 audit report.

Quick Summary:

It is recommended that the Governing Board approve the 2017-2018 audit report.

ACTION

10.c. 2019-2020 School Calendar (LCAP Goal: #2, Operations)

Order #88 - Motion Passed: Passed with a motion by Mr. Jesse Levin 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:

Maria Gavidia presented the 2019-2020 School Calendar to the Board of Trustees for approval.

The calendar was created jointly by LSEA, CSEA and the District's negotiations team. Meetings were held on December 3, 2018 and December 10, 2018 with LSEA. Input on CSEA holidays was provided through email correspondence with union representatives. All parties are satisfied that the proposed calendar is suitable for students, their families, and staff.

Quick Summary:

It is recommended that the Board of Trustees approve the School Calendar for the 2019-2020 School Year.

ACTION

10.d. School Accountability Report Card (SARC) (Goal: Governance)

Order #89 - 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
Yes Ms. Laverne Villalobos

Minutes:

Will Lucey presented the School Accountability Report Cards (SARC) for each Pacifica School District school.

The School Accountability Report Card (SARC) is a state mandated document that must be completed every year. It is specifically designed so that the public can view school site information that includes: general school information, principal's message, student achievement, parental involvement, professional development, types of services funded, etc. This information is useful to both the incoming parents as well as realtors who present this information to prospective buyers interested in our school community.

The District uses the services of Document Tracking Services (DTS) to collect most of the demographic and testing data from the State databases. The Executive Director of ESS works with the Principals at each school to create the site profiles, and also works with the Maintenance Department to prepare the Williams Compliance Report. The process begins in July and is completed by February of each year. The report is always dated for the previous school year except for the Williams Report, which is dated for the current school year.

The SARC's for each school site are attached to this agenda item.

Quick Summary:

It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District as presented.

ACTION

10.e. Amendment to the 2019 Governing Board Meeting Calendar (Goal: Governance)

Order #90 - 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:

Heather Olsen presented the amended 2019 Governing Board Meeting Calendar for approval.

Two additions to the calendar were presented for approval:

- January 22, 2019 (Tuesday): Workforce Housing (Conversation Meeting) - 7:00 PM
- Special Meeting of the Governing Board: February 13, 2019 (Closed Session) - 6:00 PM

Quick Summary:

It is recommended that the Board approve the amended 2019 Governing Board Meeting Calendar.

DISCUSSION/ACTION

10.f. 2nd Quarter Report on Williams Uniform Complaints (Goal: Operations)

Minutes:

Josie Peterson reported that there were no Williams Uniform Complaints for the 2nd Quarter.

Quick Summary:

INFORMATION

11. FUTURE AGENDA ITEMS - 7:50 P.M.

Minutes:

Heather Olsen reviewed the Future Agenda with the Trustees. A Trustee asked to have more discussion regarding Committee Assignments at a future meeting.

12. ANNOUNCEMENT OF CLOSED SESSION

Minutes:

President Villalobos announced that the Board will be meeting in Closed Session to discuss the items as listed on the Closed Session portion of the agenda.

13. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

President Villalobos asked if there were any members of the public that wishes to address the Board regarding Closed Session items. Seeing none, President Villalobos adjourned the meeting.

14. ADJOURNMENT

Minutes:

President Villalobos adjourned the meeting to Closed Session at 7:43 PM.

Quick Summary:

NEXT MEETING: February 6, 2019, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

15. CLOSED SESSION

15.a. Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - One matter

16. OPEN SESSION

Minutes:

Trustee Villalobos reconvened the meeting to order at 8:40 PM to report out on Closed Session.

17. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

President Villalobos stated that the Board met in Closed Session regarding:

Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - One matter

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

18. ADJOURNMENT

Minutes:

President Villalobos adjourned the meeting at 8:41 PM.

- 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