

Pacifica School District
Regular Meeting
March 27, 2019 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

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

Absent:

Ms. Elizabeth Bredall

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

Minutes:

President Villalobos called the meeting to order at 6:00 PM.

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:

President Villalobos announced Closed Session referring to the item listed on the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

President Villalobos asked if any member of the public wishes to address the Board.

Seeing none, President Villalobos adjourned to Closed Session at 6:02 P.M.

4. CLOSED SESSION

4.a. 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:

President Villalobos called the Open Session portion of the meeting at 7:01 P.M.

Trustee Gould led the flag salute.

Roll call was taken by Susanne Campos. Trustee Bredall was absent.

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

6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

President Villalobos reported out on Closed Session.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of March 6, 2019

Order #91 - Motion Passed: Passed with a motion by Mr. Jesse Levin and a second by Ms. Kathy Shiokari.

Absent 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 March 6, 2019 Regular Meeting

ACTION

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

Order #92 - Motion Passed: It is recommended that the Board approve the agenda for the March 27, 2019 meeting and all consent agenda items.

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

Absent Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Jesse Levin

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Minutes:

Trustee Shiokari asked that item 8.k. December 2018 Manual Maintenance 6000 Series be pulled from the Consent Agenda as there was a possible question by a Trustee during the March 6, 2019 Board meeting (First Reading) pertaining to one of the Board policies, specifically Attachment B: AR 6173.2 Education of Children of Military Families.

Trustee Villalobos asked for a motion to approve the Agenda and Consent Agenda removing agenda item 8.k. December 2018 Manual Maintenance.

Further discussion of item 8.k. determined that the Board Scribe would refer back to the March 6, 2019 televised program of the meeting for clarification.

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 March 27, 2019 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the March 27, 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 02/15/19 through 03/06/19 totaling \$350,924.81.

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. Agreement Between the Pacifica School District and the Spindrift School of Performing Arts to Exchange Service for Use of Facilities

Quick Summary:

It is recommended that the Governing Board approve the agreement between the Pacifica School District and the Spindrift School of Performing Arts to exchange services for use of district facilities.

CONSENT/ACTION

8.f. Lease Agreement Between Pacifica School District and Apple Inc. Education for Teacher Laptops

Quick Summary:

It is recommended that the Board approve a two year lease with Apple Inc. Education for the purchase of teacher laptops.

CONSENT/ACTION

8.g. BP/AR 1240 Volunteer Assistance (Second Reading)

Quick Summary:

BP/AR 1240 Volunteer Assistance SECOND READING(Attachment A) BP/AR 1240 Volunteer Assistance Board Memo(Attachment B) BP 1240 Volunteer Assistance with Revisions(Attachment C) AR 1240 Volunteer Assistance with Revisions

CONSENT/ACTION

8.h. May 2018 Manual Maintenance 3000 Series - BP 3514 Environmental Safety (Second Reading)

Quick Summary:

May 2018 Manual Maintenance 3000 Series SECOND READING(Attachment A) May 2018 Manual Maintenance 3000 Series Board Memo(Attachment B) BP 3514 Environmental Safety - Use CSBA Sample As Is

CONSENT/ACTION

8.i. December 2018 Manual Maintenance 0000, 1000, 9000 Series (Second Reading)

Quick Summary:

December 2018 Manual Maintenance 0000, 1000, 9000 Series SECOND READING(Attachment A) December 2018 Manual Maintenance 0000, 1000, 9000 Series Board Memo(Attachment B) BP 0420 School Plan_Site Councils_Use CSBA Sample with Revisions(Attachment C) AR 0420 School Plans_Site Councils_Use CSBA Sample As Is(Attachment D) BP 0450 Comprehensive Safety Plan_Use CSBA Sample As Is(Attachment E) AR 0450 Comprehensive Safety Plan_Use CSBA Sample As Is(Attachment F) BP 0460 Local Control and Accountability Plan_Use CSBA Sample As Is(Attachment G) AR 0460 Local Control and Accountability Plan_Use CSBA Sample As Is(Attachment H) AR 1220 Citizen Advisory Committee_Use CSBA Sample As Is(Attachment I) BB 9322 Agenda Meeting Materials_Use CSBA Sample As Is

CONSENT/ACTION

8.j. December 2018 Manual Maintenance 3000 Series (Second Reading)

Quick Summary:

December 2018 Manual Maintenance 3000 Series SECOND READING(Attachment A) December 2018 Manual Maintenance 3000 Series Board Memo(Attachment B) AR 3543 Transportation Safety and Emergencies - Use CSBA Sample with Revisions

CONSENT/ACTION

8.k. December 2018 Manual Maintenance 6000 Series (Second Reading)

Quick Summary:

December 2018 Manual Maintenance 6000 Series (Second Reading)(Attachment A)

December 2018 Manual Maintenance 6000 Series Board Memo (Second

Reading)(Attachment B) AR 6173.2 Education of Children of Military Families - Use CSBA

Sample With Revisions(Attachment C) AR 6183 Home and Hospital Instruction - Use CSBA

Sample As Is

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:

LSEA was not present.

9.b. CSEA (Classified School Employees Association)

Minutes:

Nothing at this time.

9.c. People Wishing to Address the Board

Minutes:

There were no members of the public wishing to address the Board.

9.d. Correspondence

Minutes:

Dr. Olsen did not have correspondence to share with the Board.

9.e. Board/Superintendent Communications

Minutes:

The Trustees shared events and activities they attended since the last Board meeting including: SEPAC (Special Education Parent Advisory Committee) meeting; Pacifica Youth and Family Summit; CSBA webinar on technology to enhance school based safety and social emotional learning; San Mateo County School Boards Association Workforce Housing event; Facilities Master Plan meeting; Rock the School Bells for middle school and high school students which was held at Skyline College; Poetry Cafe at Cabrillo.

The Trustees mentioned the budget cutbacks that the Department of Education is working on that targets special education and redirects more money to Charter schools. They encouraged the community to seek information about these budget cuts and write to our legislators.

Dr. Olsen shared that she attended a Police Chief and Superintendent Meeting. The meeting was with the North County Superintendent's and Police Chiefs. The topic was supporting and communicating during an emergency.

10. PRESENTATIONS - 7:20 P.M.

10.a. Presentation of Resolution No. 2019-03-27-A through H: Appreciation for the Parent Volunteers and Pacifica Education Foundation

Order #93 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

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

Minutes:

Each year, the District recognizes the important role that parent organizations and volunteers play in the success of our schools and students.

The Principal of each school read and presented their PTO organization with a resolution recognizing the countless hours, hard work, and funding that goes in to creating and continuing programs at each site.

Heather Olsen presented the resolution for the work that the Pacifica Education Foundation (PEF) organizes and funds to ensure that programs such as computer science, SPARC poetry, 3-5th grade music and 6-8th grade band and professional development for Science, Technology, Engineering, Art and Mathematics continue.

The Trustees shared their appreciation for the parent volunteers and thanked the administration for the collaboration with the organizations.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve Resolutions No. 2019-03-27-A through 2019-03-27-H in appreciation of the support provided to the Pacifica School District by our many parent volunteers in order to provide a strong educational program for our students.

PRESENTATION/ACTION

11. DISTRICT BUSINESS - 8:00 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. Adoption of Resolution No. 2019-03-27-I: Endorsing April as Global Autism Awareness Month (LCAP Goal: #3)

Order #94 - Motion Passed: Passed with a motion by Mr. Jesse Levin and a second by Ms. Andrea Gould.

Absent 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 Trustees Resolution No. 2019-03-27-I: Endorsing April as Global Autism Awareness Month.

Ms. Gavidia shared that April is Global Autism Awareness Month. Autism refers to a broad range of conditions characterized by challenges with social skills, behaviors, speech, language, and nonverbal communication. She noted that she is pleased that Autism awareness is now recognized globally.

Ms. Gavidia noted in her Board memo attached to this agenda item some of the ways that we can support those who live with Autism Spectrum Disorder (ASD). Those ways include: wearing blue during the month of April; watching for landmarks lit up in blue and point them out to family members, friends and neighbors; modeling acceptance and tolerance for diverse individuals; going to websites for organizations such as Autism Speaks and the Autism Society to learn more about ASD; and sharing what you learn with family and friends.

Ms. Gavidia shared that she has come to know our special educators since she began in July and shared with the Trustees that they should be proud of the work they are doing with our students.

Board comments: Are we going to be highlighting this at the school sites? Ms. Gavidia responded that she will be pushing the information out to the Principals and special educators to promote.

Quick Summary:

It is recommended that the Board of Trustees adopts Resolution No. 2019-03-27-I endorsing April as Global Autism Awareness Month.

ACTION

11.b. Approval and Appointment of Workforce Housing Committee (LCAP Goal: #1, Operations)

Order #95 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

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

Minutes:

The purpose of the committee is to receive information and updates on the project, provide input on the project and to help communicate about the progress of the Workforce Housing Project. Members shall serve for the length of the project and shall act in an advisory capacity. The meeting will generally meet the first Wednesday of every month from 3:30 to 5 pm (except in July) at the District office.

Dr. Olsen shared that there are more applicants than spots available on the committee. The District is looking for one parent and one community member not connected to our school district.

One of the applicants submitted an application in time, but due to an email glitch, the application was not uploaded at the time of posting the agenda.

Dr. Olsen and the Trustees reviewed the applicants. They also discussed size of the committee. After discussion, the Trustees voted to appoint the following committee members:

Matt Levie - Parent Member
Todd Clayter - Community Member

Other members of the committee include: Lori Miller, Laguna Salada Management Association; Natalie Abinante, Laguna Salada Education Association; Mark Claussen, California School Employees Association; Kathy Shiokari, Board Trustee; and Elizabeth Bredall, Board Trustee; Heather Olsen, Superintendent.

Quick Summary:

It is recommended that the Board establish and appoint 2 community members and affirm all other members of the Workforce Housing Committee.

DISCUSSION/ACTION

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

Minutes:

Dr. Olsen shared that Eric Ruchames, a former Board Trustee for the Pacifica School District, would like to make a presentation to the Board regarding the new Library progress. She also mentioned that Gordon Tannura, Pacifica Resource Center would like to present their Strategic Plan to the Trustees.

After discussion, the Board determined that Mr. Ruchames' presentation would be placed on the Fall agenda and the Pacifica Resource Center presentation would be placed on the April 24, 2019 agenda.

Dr. Olsen discussed with the Board scheduling a Board Work Study on May 1st regarding Workforce Housing and bringing in Armando Sanchez of HEART of San Mateo County.

Dr. Olsen noted that a meeting will need to be set with regard to the replacement of Andrea Gould, Board Trustee, as she will be moving out of the area in August. A process and timeline will be set. Dr. Olsen and the Board of Trustees are looking at June 19th as an option for a Special Meeting of the Governing Board.

13. ADJOURNMENT - 8:20 P.M.

Minutes:

President Villalobos adjourned the meeting at 8:24 P.M.

Quick Summary:

NEXT MEETING: April 24, 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. 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