

Pacifica School District
Regular Meeting
March 06, 2019 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:03 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:

President Villalobos called the meeting to order at 6:01 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. Conference with Legal Counsel - Anticipated Litigation

**4.a.1. Significant exposure to litigation pursuant to section 54956.9(b) of the
Government Code: one matter**

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 7:02 P.M.

Trustee Bredall led the flag salute.

Roll call was taken by Susanne Campos.

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 February 6, 2019

Order #91 - Motion Passed: . Passed with a motion by Ms. Elizabeth Bredall 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 February 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 6, 2019 meeting and all consent agenda items. 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:

Dr. Olsen asked the Trustees if there were any suggested changes on the items listed on the Agenda or Consent agenda. Trustee Levin shared that he needed to leave the meeting early and wanted to make sure that was noted before he left.

Dr. Olsen mentioned that there are community members in the audience that would like to approach the Board regarding 10.b. Workforce Housing and 10.d. TK/K and 6th Grade Lottery Update and 2019-2020 Projected Enrollment and Staffing.

President Villalobos suggested moving item 10.d TK/K and 6th Grade Lottery Update and 2019-2020 Projected Enrollment and Staffing to item 10.a. Trustee Levin moved to place agenda item 10.d. to agenda item 10.a., and was seconded by Trustee Shiokari. The Board passed this suggestion 5-0.

The Board then moved to approve the Agenda and Consent Agenda.

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 6, 2019 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the March 6, 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 01/22/2019 through 02/13/2019 totaling \$927,995.19.

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 Changes as presented.

CONSENT/ACTION

8.e. Pacifica School Volunteers Memorandum of Understanding

Quick Summary:

It is recommended that the Governing Board approve the Memorandum of Understanding between Pacifica School District and the Pacifica School Volunteers (PSV) to exchange services for the use of district facilities.

CONSENT/ACTION

8.f. December 2018 Manual Maintenance 4000, 5000 Series (Second Reading)

Quick Summary:

December 2018 Manual Maintenance 4000, 5000 series Second Reading(Attachment A) -
December 2018 Manual Maintenance 4000, 5000 Series Board Memo (Attachment B) - AR
4200 Classified Personnel_Use CSBA Sample with Revisions (Attachment C) - AR 5113
Absences and Excuses_Use CSBA Sample As Is (Attachment D) - AR 5131.41 Use of Seclusion
and Restraint_New Policy_Use CSBA Sample with Revisions (Attachment E) - BP 5141.52
Suicide Prevention_Use CSBA Sample As Is (Attachment F) -AR 5141.52 Suicide
Prevention_Use CSBA Sample As Is (Attachment G) - BP 5144 Discipline_Use CSBA Sample
With Revisions (Attachment H) - AR 5144 Discipline_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:

LSEA was not present.

9.b. CSEA (Classified School Employees Association)

Minutes:

Nothing to report at this time.

9.c. People Wishing to Address the Board

Minutes:

Dr. Olsen shared that there are speakers who wish to address the Board on items 10.a. TK/K and 6th Grade Lottery Update and Projected Enrollment and Staffing, as well as 10.b. Workforce Housing Financing Options and Updates on Staff Activities. Those wishing to speak will be called up to speak just prior to the agenda item.

9.d. Correspondence

Minutes:

Dr. Olsen shared that she received the approval of the District's First Interim Report from the San Mateo County Office of Education.

9.e. Board/Superintendent Communications

Minutes:

The Trustees and Dr. Olsen shared events and activities they attended since the last Board meeting including: All City Band Concert; Board Work Study; Pacifica Beach Coalition meeting; Earth Day is April 27; check in with Dr. Olsen; Special Education Staff Meeting; attended Ignite People who work with young woman to get political - talked about census and encouraged all families to take the census online; screening Of Kent Award applications; The Next Big Think; SEPAG; Workforce Housing research; Cabrillo parent input meeting.

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. Contract with Brookwood Program Management LLC for Management and Advisory Services for Development of Workforce Housing (LCAP Goals: #1, Operations)

Order #94 - 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
Abstain Ms. Laverne Villalobos

Minutes:

Josie Peterson shared that this item refers to the development of Workforce Housing that the District has been working toward for the last couple of years.

She shared the background as outlined in the Board Memo attached: The Board secured a loan with the San Mateo County Housing Endowment and Regional Trust for funding of the Pacifica School District's workforce housing project. The first tranche of \$650,000 was authorized for predevelopment expenses. In April 2018, the Board approved a contract with Brookwood Advisors' for development and advisory services related to the development of workforce housing in the amount of \$350,000 (Tranche 1a of the HEART Loan). Tranche 1a included Feasibility, Project Planning and Project Development activities including 50% of the Bridging Documents. The Board asked that prior to moving forward with Tranche 1b (\$300,000), an updated project budget and proformas be reviewed. This documentation would be the basis for the go/no-go decision on Tranche 1b. The report was brought to the Board on November 28, 2018 and the Board approved moving forward with the issuance of the Request for Proposal but at the same time scheduled an additional meeting so that the full Board could continue discussions and get additional questions answered. The study session was held on January 28, 2019. In the meantime, staff continued to work with Brookwood on the issuance of the RFP which was issued to the three prequalified bidders on February 4, 2019.

The contract presented tonight would complete Tranche 1, the predevelopment phase \$25,000 below the original budget. Following is a summary of the scope of work:

1. Prepare, Issue and Manage the RFP Process
2. Manage the Government Approvals Process
3. Completion of the Bridging Documents

The full Scope of Work is attached to this agenda item.

Board comments: A Trustee asked if the \$275,000 comes from the sale of Fairmont in which Ms. Peterson replied yes; what will the balance be of the sale of Fairmont once this \$275,000 is paid? Ms. Peterson will calculate that figure and inform the Trustees.

Quick Summary:

It is recommended that the Board of Trustees approve the next phase of the contract with Brookwood Program Management LLC for development management and advisory services related to the development of workforce housing at the Oddstad property in the amount of \$275,000.

ACTION

10.b. Workforce Housing Financing Options and Updates on Staff Activities (Goal: Operations)

Minutes:

Dr. Olsen called up Mr. Matthew Levie to address the Board on this agenda item.

(Trustee Levin left the meeting during this portion of the agenda as he had stated at the beginning of the meeting)

Mr. Levie shared that he is a community member, former Board Trustee for the Pacifica School District and a neighbor of the Oddstad site. He stated that he is in favor of the Workforce Housing project. He shared that although he realizes the rising costs of the project, he feels that the project should continue to move forward even if it's more difficult due to rising costs. He feels that the best facilities in the Country don't matter, if we are not able to staff them with the best employees, and that could require some difficult decisions by the Board. This project is the fulfillment of a promise to the District's employees and he is happy that the fulfillment is in the Trustees hands.

Josie Peterson shared that a Board Work Study session was held on January 16, 2019 to continue discussions. This agenda item addresses some of the questions from the January study session, additional Trustee questions and affords time to continue discussion on financing options for the project. The District's financial advisors, Makiko Sato, Isom Advisors and Katherine Perkins, RBC Capital Markets were present to address financing questions.

An employee survey was taken in which Dr. Olsen reviewed some of that information. She shared the the information from the survey is about the same as it was two years ago when the first survey was taken and that there is a lot of interest in the 3-bedroom option.

Dr. Olsen turned over the remaining portion of the PowerPoint Presentation to Makiko Sato, Isom Advisors and Katherine Perkins, RBC Capital Markets to address financing questions that were presented at the January 16th Board Work Study. It also outlines project schedule, increase of project costs, project details pertaining to the 45 units of Phase One, the projected operating income versus repayment of the Bond using \$27 million with Certificates of Participation (COPS's) with minimal outside contribution or Privatized Project Financing (PPF) which separates financing from the General Fund, and option of combining a PPF with varying amounts of GO Bonds to reduce rents.

Comparisons were noted between what other school districts are building and what Pacifica School District is building. Ms. Peterson shared that what the Pacifica School District is building is not as dense as what another districts are building in terms of size and type of buildings.

Board comments: A Trustee was concerned about the number of employees with interest in the Workforce Housing being only 23 but that we have 320 employees. Dr. Olsen addressed that concern by mentioning that employees have different circumstances in their lives where they may not necessarily have a need, such as being established in the community for many years and owning their own homes. The key of the survey was to find out how many employees are interested the option of Workforce Housing. She shared that some of those employees who were surveyed prior no longer work for the District or have moved out of the area completely. A Trustee mentioned that this information does not include those employees that will work for the District in the future and may come aboard on the lower end of the salary range who may need this option. A Trustee mentioned that a 3% raise in rent each year when we can't promise a cost of living of 3% is a concern; what is the concern for the District in using a PPF (Privatized Project Financing)? Makiko Sato replied that there is a higher borrowing rate and security factor, and the District would be more limited in its structuring options. Are the rents more stable under the PPF or COP? The rents can be shaped in to either PPF or COP option. The most conservative scenario was presented. How committed are we as to what we rent each unit out to with the PPF; is there flexibility to lower the rents? Makiko shared that the District would want to have a 20% cushion as a minimum to be sure to make the loan payment at its minimum. Are there any thoughts about monies coming from the State of California for Workforce Housing? Dr. Olsen replied that Armando Sanchez from HEART Foundation is coming to meet with her and Josie Peterson to discuss ways of helping with the project. There is a great interest and a great need in San Mateo County for Workforce Housing, funding is the issue.

The PowerPoint Presentation, in its entirety, is posted on the Pacifica School District website. There is one slide missing from the attached presentation.

Quick Summary:
INFORMATION

10.c. Certification of Second Interim Financial Report for 2018-2019 (Goal: Operations)

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

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

Minutes:

Josie Peterson presented the Certification of Second Interim Financial Report for the 2018-2019 school year.

In accordance with Education Code Sections 42130 and 42131, school districts are required to prepare and submit two interim financial reports to the Governing Board. The purpose of these reports is to notify appropriate State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the current year and for two subsequent years. The Board of Trustees is required to certify each interim report to indicate that it has been informed of the financial stability of the District. The Statutes of 1988 also require the Superintendent to certify that an Interim Report review has been conducted using the State adopted Criteria and Standards.

Ms. Peterson presented an extensive PowerPoint Presentation outlining:

- 1) Objective
- 2) 2019-20 Governor's Budget Overview
- 3) General Fund Components
- 4) General Fund Revenue and Expense Categories
- 5) Education Protection Account (EPA) Summary
- 6) General Fund Contributions
- 7) 2018-19 Estimated General Fund Summary
- 8) First Interim to Second Interim Reconciliation
- 9) 2018-19 General Fund Balance Components
- 10) 2018-19 Estimated Fund Summaries
- 11) Subsequent Year Assumptions
- 12) Proposed Multi-Year Budget Projections
- 13) MYP Change in Fund Balance Reconciliation
- 14) Why Financial Challenges (Pacifica Trend Data)

The PowerPoint Presentation is attached to this agenda item.

Board Comments: Will Governor Newsome's Early Childhood Education Initiative benefit our TK (Transitional Kindergarten) program? Ms. Peterson and Ms. Gavidia stated that the District has not seen anything that would benefit our TK program and that it is geared more toward State preschool programs for ages 0-5. Where in the budget does it show Non Public School costs? Ms. Peterson stated that they are under Other Operating Expenditures- Contracted Services in the budget. How much do we leave in special education budget to cover costs? Ms. Peterson stated that she meets with the department and they go over the budget line by line to determine the following year costs, special education changes continually based on student needs. Why is the cost so high for Non Public School? Ms. Peterson shared that a Non Public Placement includes all of the needs for the student: Class placement and all related services including transportation. How do we allocate budget funding for placements in Non Public Schools that are costly? Ms. Peterson shared that the costs are unpredictable as students are coming and going continually, and this includes County placed students as well. Ms. Gavidia shared that special education costs increase every year, even if nothing changes, the cost continue to go up. A Trustee shared that the information is appreciated as we go in to a lean year.

Ms. Peterson shared that the District will have a clearer cost analysis when the Governor puts out the May revise. She will bring back that information at the May Board meeting prior to the Board adopting the budget in June.

Quick Summary:

It is recommended that the Board of Trustees approve the Positive Certification of the 2018-2019 Second Interim Financial Report for the period July 1, 2018 through January 31, 2019 (Form CI) and authorize its filing with the County Superintendent of Schools.

ACTION

10.d. TK/K and 6th Grade Lottery Update and 2019-2020 Projected Enrollment and Staffing (LCAP Goal: #3, Operations)

Minutes:

This agenda item has three speaker cards that were presented by the public. Dr. Olsen called each speaker up to the podium to address the Board of Trustees on this agenda item.

Ken Miles shared that he is a Vallemar resident for 40 years and his children attended Vallemar. He shared that the Vallemar traffic for drop off and pick up takes him 20 minutes to get in/out of the area when he needs to, such as doctor appointments. He shared that Pacifica School District should have their students enroll in the closest school. He also noted students that come from outside of district boundaries impact traffic. He asked the Board to consider the senior people that live in Pacifica and pay taxes.

Kevin McCluskey shared he has a toddler. When he learned of the lottery process he wanted to know why was the lottery started and how many parents are happy with it? Can it be altered to make it fair to the people who live nearest to a school site. Mr. McCluskey asked the Board to put up on our website: this is why we started the lottery; this is why we are

continuing with it; this might be why we could alter it; in order to help the parents to be less concerned.

Hanna Steibel thanked the Board for their work and shared she is from Germany and is a tech attorney. She is a full-time employee and drops off her children in the morning and struggles with the traffic each morning. She believes in community and feels it leads to a safe and happy life. She wonders why we have a lottery. How is data taken? She shared that she wants her children to attend a school closest to her. She feels that her time is best spent being an attorney for the community and not driving her children to a school that is not in her neighborhood. She want to know how she can start the change and what are her legal rights. What can we do better to serve the people of this community better?

Maria Gavidia addressed the agenda item and shared a PowerPoint highlighting the processes and procedures of the current lottery process. She shared that Marta Grech, Administrative Secretary in Pupil Services, has been instrumental in helping understand the process during Ms. Gavidia's first year in the district.

Ms. Gavidia continued with projected enrollment and staffing for the 2019-2020 school year, and future considerations in reviewing current processes.

The PowerPoint Presentation is attached to this agenda item.

Board Comments: How many out of district students attend our schools? Ms. Gavidia shared that the number of students coming in and out are nearly the same, and that enrollment numbers have continued to be the same. Of the 517 Vallemar stduents, how many are Vallemar residents? Ms. Gavidia replied that she will look in to those figures. Dr. Olsen shared that we will also check with the demographers. A Trustee mentioned that the question of the lottery system comes up now and then and looking at different ways of the process of the lottery. Can we have a multi-year trend of enrollment for each school? There are a lot of different parts to the lottery system the District needs to look at. Did we add an additional class for Kindergarten? Dr.Olsen replied that yes we did add one additional Kindergarten class because additional students enrolled than was projected. Where does the data come from that shows information relating to enrollment? Ms. Gavidia replied that she will look in to finding the information from previous years. A Trustee shared that moving to an electronic system would be beneficial as well as obtaining parent input.

Ms. Gavidia offered to bring the information back to the Board of Trustees in the Fall.

Quick Summary:
INFORMATION

10.e. Authorization to Teach in a Departmentalized Setting (LCAP Goal: #1)

Order #96 - 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
Absent Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented to the Board the Authorization to Teach in a Departmentalized Setting which allows Donald Potter to teach Math in a departmentalized setting below grade 9.

Board comments: Will Mr. Potter receive needed support and how long has he been doing this. Ms. Gavidia replied that he will receive needed support and that he has been doing this for 10 years.

Quick Summary:

It is recommended that the Board approve the authorization to allow Donald Potter to teach Math in a departmentalized setting below grade 9.

DISCUSSION/ACTION

10.f. Declaration of Need for Fully Qualified Educators 2019-2020 (LCAP Goal #1, Operations)

Order #97 - 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
Absent Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia shared with the Board of Trustees the Declaration of Need which is submitted annually to the Commission on Teacher Credentialing. It allows the district flexibility, should unforeseen circumstances arise, to fill a teaching position with a teacher who is not fully credentialed.

Ms. Gavidia further shared that while the intention is to fill all vacancies with Fully Qualified Educators, it is recognized that there we may require flexibility in Special Education (up to 3 Education Specialist positions) and General Education (1 Single Subject position) in the 2019-2020 school year.

Quick Summary:

It is recommended that the Board adopt a Declaration of Need for Fully Qualified Educators for the 2019-2020 school year.

ACTION

10.g. Resolution No. 2019-03-06-A: Release of Temporary Certificated Employees (Goal: Operations)

Order #98 - 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
Absent Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented Resolution No. 2019-03-06-A: Release of Temporary Certificated Employees.

She shared that each school year teachers are released from employment from the district based upon temporary status due to either being of part-time status, not fully credentialed, or in an assignment for a permanent teacher on leave. Teachers who are released from employment may be rehired for the upcoming school year should there be a need and if they have the proper credential status.

Quick Summary:

It is recommended that the Board approve Resolution No. 2019-03-06-A: Release of Temporary Certificated Employees (Ed Code Section 44954)

ACTION

10.h. Resolution No. 2019-03-06-B: Classified Lay-offs as a Result of Lack of Work and/or Lack of Funds (LCAP Goal: #1, Operations)

Order #99 - 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
Absent Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented to the Board of Trustees Resolution No. 2019-03-06-B: Classified Lay-offs as a Result of Lack of Work and/or Lack of Funds.

Ms. Gavidia noted the positions that would be affected. A Trustee asked why 3 of those positions affected one school site. Ms. Gavidia replied that certain activities are no longer needed at that particular site at this time.

Quick Summary:

It is recommended that the Board approve Resolution No. 2019-03-06-B: a reduction in classified positions for lack of work and/or lack of funds effective June 7, 2019.

ACTION

10.i. 2019 CSBA Delegate Assembly Election (Goal: Governance)

Order #100 - 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
Absent Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Dr. Olsen brought forth the 2019 CSBA Delegate Assembly Election. Three candidates were brought forward by CSBA for Region 5-Subregion B. After discussion by the Board of Trustees, it was determined to move forward with moving to elect all three candidates.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees vote for three candidates for the 2019 CSBA Delegate Assembly for Region 5-Subregion B. ACTION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 9:30 PM

11.a. BP/AR 1240 Volunteer Assistance (First Reading)

Minutes:

Heather Olsen presented BP/AR 1240 Volunteer Assistance for First Reading. There was a change to the Board Policy 1240, as well as to Administrative Regulation, to clarify procedures and guidelines for fingerprinting volunteers driving students on field trips and chaperoning overnight field trips. These policies will be presented to the Board for approval on Consent at a future Board meeting.

Quick Summary:

BP/AR 1240 Volunteer Assistance FIRST READING(Attachment A) BP/AR 1240 Volunteer Assistance Board Memo(Attachment B) BP 1240 Volunteer Assistance with Revisions(Attachment C) AR 1240 Volunteer Assistance - PSD Current(Attachment D) AR 1240 Volunteer Assistance with Revisions

INFORMATION/DISCUSSION

11.b. CSBA May 2018 Manual Maintenance 3000 Series (First Reading)

Minutes:

Josie Peterson presented her May 2018 Manual Maintenance 3000 Series for First Reading. No changes were made. These policies will be presented to the Board for approval on Consent at a future Board meeting.

Quick Summary:

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

INFORMATION/DISCUSSION

11.c. December 2018 Manual Maintenance 0000, 1000, 9000 Series (First Reading)

Minutes:

Heather Olsen presented her December 2018 Manual Maintenance 0000/1000/9000 Series for First Reading. One minor change was made to BP 0420. These policies will be presented to the Board for approval on Consent at a future Board meeting.

Quick Summary:

December 2018 Manual Maintenance 0000, 1000, 9000 Series FIRST READING (Attachment A) December 2018 Manual Maintenance 0000, 1000, 9000 Series Board Memo (Attachment B) BP 0420 School Plan_Site Councils_Use CSBA Sample As Is (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

INFORMATION/DISCUSSION

11.d. December 2018 Manual Maintenance 3000 Series (First Reading)

Minutes:

Josie Peterson presented her December 2018 Manual Maintenance 3000 Series for First Reading. No changes were made. These policies will be presented to the Board for approval on Consent at a future Board meeting.

Quick Summary:

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

INFORMATION/DISCUSSION

11.e. December 2018 Manual Maintenance 6000 Series (First Reading)

Minutes:

Will Lucey presented his December 2018 Manual Maintenance 6000 Series for First Reading. No changes were made. These policies will be presented to the Board for approval on Consent at a future Board meeting.

Quick Summary:

December 2018 Manual Maintenance 6000 Series (First Reading)(Attachment A) December 2018 Manual Maintenance 6000 Series Board Memo(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

INFORMATION/DISCUSSION

12. FUTURE AGENDA ITEMS - 9:50 PM

Minutes:

Dr. Olsen reviewed the items on the Future Agenda and asked the Trustees if they have any agenda items they would like to add.

Dr. Olsen asked that Ms. Campos poll the Trustees on whether they are able to attend an April 3rd or April 10th Board meeting to discuss Facilities Master Plan.

13. ADJOURNMENT - 9:55 PM

Minutes:

President Villalobos adjourned the meeting at 9:45 P.M.

Quick Summary:

NEXT MEETING: March 27, 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