

Pacifica School District
Regular Meeting
May 29, 2019 6:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

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

Absent:

Ms. Andrea Gould
Ms. Laverne Villalobos

Updated Attendance:

Ms. Andrea Gould was updated to present at: 6:10 PM

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

Minutes:

Vice President Jesse Levin called the meeting to order at 6:00 P.M.

President, Laverne Villalobos, was absent for this meeting to attend her daughter's graduation.

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:

Vice President Levin announced Closed Session referring to the items listed on the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

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

Seeing none, Vice President Levin adjourned to Closed Session.

4. CLOSED SESSION

4.a. Conference with Labor Negotiator

Agency Negotiator: Heather Olsen, Superintendent

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

4.b. Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - Two matters

4.c. 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:

Vice President Levin called the Open Session portion of the meeting at 7:03 P.M.

Trustee Gould 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:

Vice President Levin reported out on Closed Session.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of May 15, 2019

Order #96 - 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
Absent Ms. Laverne Villalobos

Minutes:
No changes were made to the minutes of May 15, 2019

Quick Summary:
It is recommended that the Board approve the Minutes of the May 15, 2019 Regular Meeting

ACTION

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

Order #97 - Motion Passed: It is recommended that the Board approve the agenda for the May 29, 2019 meeting and all consent agenda items. 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
Absent Ms. Laverne Villalobos

Minutes:
No changes were made to 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 May 29, 2019 meeting

Quick Summary:
It is recommended that the Board approve the agenda for the May 29, 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 04/05/2019 through 04/30/2019 totaling \$274,400.58.

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. Overnight Field Trips

Quick Summary:

It is recommended that the Board of Trustees approve the Overnight Field Trips as presented.

CONSENT/ACTION

8.e. Personnel Changes

Quick Summary:

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

CONSENT/ACTION

8.f. San Mateo County Investment Report-Quarter Ending March 31, 2019

Quick Summary:

INFORMATION

8.g. Approval of Contract for Extended Day Care and Preschool Services with City of Pacifica

Quick Summary:

It is recommended that the Board of Trustees approve the 2019-2020 Contract for Extended Day Care and Preschool Services with the City of Pacifica.

CONSENT/ACTION

8.h. Work Study Agreement with San Mateo County Community College District

Quick Summary:

It is recommended that the Board renew the agreement with the San Mateo County Community College District to allow for the placement of Skyline College students as tutors in Pacifica School District schools under the supervision of the Pacifica School Volunteers (PSV).

CONSENT/ACTION

8.i. Credential Internship Agreement between the Pacifica School District and San Francisco State University, Department of Special Education

Quick Summary:

It is recommended that the Board approve the Interagency Agreement to place Education Specialist Interns between the Pacifica School District and San Francisco State University, Department of Special Education effective from July 1, 2019 through June 30, 2022.

CONSENT/ACTION

8.j. March 2019 Manual Maintenance 0000 1000 9000 Series (Second Reading)

Quick Summary:

March 2019 Manual Maintenance 0000 1000 9000 Series (Second Reading)(Attachment A)
March 2019 Manual Maintenance 0000 1000 9000 (Second Reading) Board
Memo(Attachment B) BP 0420.41 Charter School Oversight - Use CSBA Sample As
Is(Attachment C) E 0420.41 Charter School Oversight - Use CSBA Sample As Is(Attachment D)
BP 1312.3 Uniform Complaint Procedures - Use CSBA Sample with Revisions(Attachment E)
AR 1312.3 Uniform Complaint Procedures - Use CSBA Sample as Revised(Attachment F) AR
1312.4 Williams Uniform Complaint Procedures - Use CSBA Sample As Is(Attachment G) E
1312.4 Williams Uniform Complaint Procedures - Use CSBA Sample As Is(Attachment H) AR
1340 Access to District Records - Use CSBA Sample As Is(Attachment I) BB 9323.2 Actions By
The Board - Use CSBA Sample As Is(Attachment J) E 9323.2 Actions By The Board - Use CSBA
Sample As Is

CONSENT/ACTION

8.k. March 2019 Manual Maintenance 3000 series (Second Reading)

Quick Summary:

March 2019 Manual Maintenance 3000 Series(SECOND READING)(Attachment A) March
2019 Manual Maintenance 3000 Series (Second Reading) Board Memo(Attachment B) AR
3260 Fees and Charges - Use CSBA Sample with Revisions(Attachment C) BP 3260 Fees and
Charges - Use CSBA Sample As Is(Attachment D) AR 3515.4 Recovery for Property Loss or
Damages - Use CSBA Sample As Is(Attachment E) BP 3515.4 Recovery for Property Loss or
Damages - Use CSBA Sample with Revisions

CONSENT/ACTION

8.I. March 2019 Manual Maintenance 5000 Series (AR 5125.2 Withholding Grades, Diploma or Transcripts) (Second Reading)

Quick Summary:

March 2019 Manual Maintenance 5000 Series (Second Reading)(Attachment A) March 2019 Manual Maintenance 5000 Series (Second Reading) Board Memo (Attachment B) AR 5125.2 Withholding Grades, Diploma and Transcripts - 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:

Meghann Elsbernd, LSEA Representative, addressed the Board and shared that LSEA is done for the year and is ready for negotiations next year. She thanked the bargaining team for their many hours of work on the agreement. Ms. Elsbernd introduced Christy Novack, the District's Access, Equity and Innovation Specialist.

Ms. Novack addressed the Board on behalf of Pacifica Education Foundation (PEF). She helps assist with messaging to the community on behalf of PEF and wanted to clarify the support PEF provides for the District, those supports include: 3rd,4th, and 5th grade music program and music teacher; aspects of the middle school program; a full year of SPARC Poetry; and professional development opportunities. For next school year, PEF has agreed to support the addition of Science Leads(Leads are defined as classroom teachers who are paid a stipend to support their particular sites in a particular area. Ms. Novack further clarified that at the last Board meeting the information regarding PEF roles was miscommunicated and she addressed the Board this evening to clarify those roles.

9.b. CSEA (Classified School Employees Association)

Minutes:

Jerry Newland, CSEA Representative, shared that CSEA is still in negotiations and is hopeful that an agreement will come soon for the salary/wages. Both sides have been working diligently and have settled on a couple of things and are looking forward to continued success.

Ms. Newland thanked the Board of Trustees for everything this year.

9.c. People Wishing to Address the Board

Minutes:

Cynthia Knowles, a resident of the Terra Nova Townhouses on Terra Nova Blvd., near Ortega School. Since 2015, Ms. Knowles has been advocating on behalf of the Homeowner's Association, to have the drains nearest to her home maintained. She shared that currently the drains are maintained twice per year, but she would like to see them cleared at least three times per year, as the water stands and mosquitoes become an issue.

9.d. Correspondence

Minutes:

Dr. Olsen shared that she received an email from the President of LSEA stating that LSEA ratified their contract.

She also shared that Josie Peterson forwarded an email to her from the San Mateo County Office of Education, who reviewed the Public Disclosure of Collective Bargaining Agreement documents. Dr. Olsen shared highlights of that agreement with the Board. The San Mateo County Office of Education advised the District to pay close attention to the reserves but concurs that the District can meet the projected costs over time.

9.e. Board/Superintendent Communications

Minutes:

The Trustees shared events and activities they have attended since the last meeting including: Housing for All meeting held at Ingrid B. Lacy Middle School; Board Work Study around Workforce Housing; Cabrillo Open House; Workforce Housing Committee Meeting; LCAP and Budget meetings; Ocean Shore Open House.

Dr. Olsen shared that she met with President Villalobos and Vice President Levin. She also attended the Homes for All meeting and mentioned that the topic included establishing relationships with neighbors.

Dr. Olsen shared that the District is receiving Candidate Information Sheets from the community members interested in the appointment to the Board of Trustees for the Pacifica School District.

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. Public Disclosure of Collective Bargaining Agreement (LCAP: Operations)

Order #98 - Motion Passed: Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

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

Minutes:

Josie Peterson reported that in accordance with AB 1200, the law governing the fiscal health of school districts, the Board must make public the financial impact of the increase in compensation for employees. (Teachers, Classified & Management).

The Disclosure includes the following: 2% salary increase for certificated salary schedules, CSEA, LSMA & the Superintendent, per contract.

The public disclosure is attached for review.

Quick Summary:

It is recommended that the Board of Trustees approve the Public Disclosure of Collective Bargaining Agreements for all bargaining units of Pacifica School District.

ACTION

10.b. Public Hearing (7:25 P.M.): 2017-2020 LCAP and LCFF (Goal: Governance)

Minutes:

7:27 P.M. - Will Lucey presented the Public Hearing: 2017-2020 LCAP and LCFF.

The Board of Trustees met on May 8, 2019 in a Board Work Study to develop and update the 2017-2020 Local Control Accountability Plan (LCAP) as an annual process.

Mr. Lucey presented a PowerPoint Presentation to highlight the updates of the LCAP which included: 2019-2020 Updates; Goal 1 Actions; Goal 2 Actions; and Goal 3 Actions. The Draft LCAP Update and PowerPoint Presentation are attached to this agenda item.

At the June 5, 2019 Regular Board Meeting, the 2017-2020 LCAP will be presented to the Board of Trustees for approval.

There were clarification questions/comments by the Board which included: comments being included from all stakeholders; parking certain items, as necessary, to a wish list; time set aside on Wednesday early out for collaboration for special education teachers; volunteer library staff training; counseling referral to Foster Youth; and contracting for data tools.

Quick Summary:

PUBLIC HEARING/DISCUSSION

10.c. Public Hearing (7:35 P.M.): 2019-2020 Budget (Goal: Governance)

Minutes:

7:47 P.M. - Josie Peterson presented the Public Hearing: 2019-2020 Budget.

The Board of Trustees met on May 8, 2019 in a Board Work Study to develop and update the 2019-2020 Budget as an annual process.

Ms. Peterson presented a PowerPoint Presentation outlining: State Budget 2019-2020 Budget Proposal; State COLA Percentage Comparison; 2019-2020 LCFF Funding Factors; Other State Budget Initiatives; CalSTRS Employer Contribution and Rates; 2019-2020 Revenue Budget Assumptions; 2019-2020 Expenditure Budget Assumptions; 2019-2020 General Fund Summary; Multi-Year Summary and Cautions; Reserve Considerations; Statewide Unrestricted Fund Balance; Planning for 2019-2020; Parcel Tax Report; and Next Steps. The PowerPoint Presentation is attached to this agenda item along with the proposed 2019-2020 budget.

At the June 5, 2019 Regular Board Meeting, the 2019-2020 Budget will be presented to the Board of Trustees for approval.

Quick Summary:

PUBLIC HEARING/DISCUSSION

10.d. Public Hearing (7:45 P.M.): Reserves in Excess of State Minimum Level (Goal: Governance)

Minutes:

8:02 P.M. - Josie Peterson presented the Public Hearing: Reserves in Excess of State Minimum Level.

Senate Bill 858 and EC Section 42127 (a)(2)(8) took effect starting with the 2015-2016 Adopted Budget. The provisions state that if the combined assigned and unassigned ending fund balance is greater than the State Board of Education (SBE)-designated minimum reserve, school districts shall provide the following at a public hearing separate from the public hearing on the Budget:

- The minimum reserve level required each year
- The amount of assigned and unassigned ending fund balance that exceeds the minimum in each year
- Reasons for the reserve being greater than the minimum

This requirement is in place for the adopted budget and the multiyear projections submitted with it.

The attached statements were made available for public review and discussion at tonight's meeting.

Quick Summary:

PUBLIC HEARING/DISCUSSION

10.e. Tentative Agreement between PSD and LSEA for 2019-2020 (Goal: 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
Yes Mr. Jesse Levin
Yes Ms. Kathy Shiokari
Absent Ms. Laverne Villalobos

Minutes:

Maria Gavidia and Josie Peterson are happy to report that the District and LSEA have reached a tentative agreement. Ms. Gavidia shared that she is really proud of the work that the whole team did.

Quick Summary:

It is recommended that the Board approve the Tentative Agreement between the Pacifica School District and the Laguna Salada Education Association (LSEA), dated May 24, 2019.

ACTION

10.f. Memorandum of Understanding: San Mateo County Teacher Induction Services 2019-2020 (LCAP Goal: 1)

Order #100 - 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
Absent Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented the Memorandum of Understanding (MOU): San Mateo County Teacher Induction Services 2019-2020 to the Board of Trustees. In previous years this was called BTSA.

To fulfill the requirements for the California Clear Multiple Subjects and Single Subject Credential, newly credentialed teachers must complete a California Commission on Teacher Credentialing (CCTC) approved professional teacher induction program. This is a successful state-funded and Commission approved induction program that has proven to increase teacher retention due to the strong structure of reflecting on one's practice with a support provider (coach) over a two-year period. Pacifica School District offers induction to beginning teachers needing to fulfill the credentialing requirement.

The attached Board memo shows a 5-year breakdown and cost of this program.

Quick Summary:

It is recommended the Board approve the Memorandum of Understanding (MOU) for San Mateo County Office of Education Teacher Induction Services for the 2019-2020 school year.

DISCUSSION/ACTION

10.g. Approval of Resolution No. 2019-05-29-A Education Protection Account (Goal: Operations)

Order #101 - 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
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson presented Resolution No. 2019-05-29-A Education Protection Account.

With the passage of Proposition 30, the state created an Education Protection Account (EPA) to receive and disburse the revenues generated from Proposition 30. The Director of Finance estimates the total amount of funds by June 30th each year and the State Controller transfers the funds before the end of the fiscal year.

School Districts are required to estimate the EPA revenue and make a determination of how those funds are spent. The EPA funds do not increase the district's revenues; it is a shift of funds that the district was already receiving as state aid. As a requirement for receiving these funds, the Board must make the spending determination during an open Board meeting.

Attached is the Board Resolution along with copies of the CDE Certified EPA funds for 2018-2019 and the estimated EPA funds for 2019-2020.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2019-05-29-A Education Protection Account (EPA).

ACTION

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

11.a. March 2019 Manual Maintenance 4000/5000 Series (First Reading)

Minutes:

Heather Olsen and Maria Gavidia reviewed the March 2019 Manual Maintenance 4000/5000 Series. These policies were reviewed at the May 15, 2019 Regular Board Meeting for First Reading. There was a question relating to BP/AR 5117 Interdistrict Attendance at that meeting with regard to an Interdistrict Transfer being approved for a 5-year limit with the District of Residence.

Dr. Olsen clarified to the Board that there is no limit in San Mateo County and that each transfer is renewed annually between the District of Residence and Pacifica School District.

There were no changes to the policies. These policies will go to Second Reading on the June 5, 2019 Regular Board Meeting for approval.

Quick Summary:

March 2019 Manual Maintenance 4000 5000 Series (First Reading)(Attachment A) March 2019 Manual Maintenance 4000 5000 Series (First Reading) Board Memo(Attachment B) BP 4030 Nondiscrimination in Employment - Use CSBA Sample As Is(Attachment C) AR 4030 Nondiscrimination in Employment - Use CSBA Sample With Revisions(Attachment D) AR 4161.1 and 4361.1 Personal Illness Injury Leave - Use CSBA Sample With Revisions(Attachment E) AR 4261.1 Personal Illness Injury Leave - Use CSBA Sample With Revisions(Attachment F) BP 5117 Interdistrict Attendance - Use CSBA Sample With Revisions(Attachment G) AR 5117 Interdistrict Attendance - Use CSBA Sample With Revisions(Attachment H) E 5145.6 Parental Notifications - Use CSBA Sample With Revisions

INFORMATION/DISCUSSION

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

Minutes:

Dr. Olsen reviewed the Future Agenda. There were no changes or additions.

13. ADJOURNMENT - 8:20 P.M.

Minutes:

Vice President Levin adjourned the meeting at 8:13 P.M.

Quick Summary:

NEXT MEETING: June 5, 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