

**Pacifica School District**  
**Regular Meeting**  
October 10, 2019 6:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:00 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Kai Doggett  
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 6:00 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 items 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 6:03 P.M.

**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. 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 Levin 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:

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### **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 September 18, 2019**

**Order #108 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
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 September 18, 2019 Regular Meeting

ACTION

### **8. APPROVAL OF THE MINUTES of September 26, 2019**

**Order #109 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board of Trustees approve the minutes of the September 26, 2019 Special Meeting of the Governing Board.

ACTION

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

**Order #110 - Motion Passed:** It is recommended that the Board approve the agenda for the September 18, 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. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:

All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

CONSENT/ACTION

**9.a. Agenda of the October 10, 2019 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the October 10, 2019 Regular meeting.

CONSENT/ACTION

**9.b. Consideration of Acceptance Warrants**

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 09/06/2019 through 09/26/2019 totaling \$737,315.51.

CONSENT/ACTION

**9.c. Service and Consultant Contract Approvals**

Quick Summary:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

#### **9.d. Overnight Field Trips**

Quick Summary:

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

CONSENT/ACTION

#### **9.e. Personnel Changes**

Quick Summary:

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

CONSENT/ACTION

#### **9.f. 1st Quarter Williams Uniform Complaints (Operations)**

Quick Summary:

INFORMATION/CONSENT

#### **9.g. July 2019 Manual Maintenance 1000/9000 Series (Second Reading)**

Quick Summary:

July 2019 Manual Maintenance 1000, 9000 Series (Second Reading)(Attachment A) July 2019 Manual Maintenance 1000, 9000 (Second Reading) Board Memo(Attachment B) BP 1112 Media Relations - Use CSBA Sample As Is(Attachment C) BB 9321 Closed Session - Use CSBA Sample As Is(Attachment D) E 9321 (1) (2) Closed Session - Use CSBA Sample As Is(Attachment E) BB 9321.1 Closed Session Actions and Reports - Delete PSD Current, Key Concepts in BB 9321

CONSENT/ACTION

#### **9.h. July 2019 Manual Maintenance 6000 Series (Second Reading)**

Quick Summary:

July 2019 Manual Maintenance 6000 Series (Second Reading)(Attachment A) July 2019 Manual Maintenance 6000 Series (Second Reading) Board Memo (Attachment B) AR 6145.2 Athletic Competition - Use CSBA Sample With Revisions(Attachment C) AR 6174 Education for English Learners - Use CSBA Sample As Is(Attachment D) BP 6174 Education for English Learners - Use CSBA Sample With Revisions(Attachment E) BP 6179 Supplemental Instruction - Use CSBA Sample With Revisions

CONSENT/ACTION

## **10. COMMUNICATIONS - 7:10 P.M.**

### **Quick Summary:**

This portion of the agenda is available to the public to address the Board on any issue that is not on the agenda. The maximum time allowed for any speaker is three minutes.

#### **10.a. LSEA (Laguna Salada Education Association)**

##### **Minutes:**

Meghann Elsbernd, LSEA Representative, addressed the Board. She shared that her word for this evening is Communication. She reported that LSEA has not received a response from the Board of Trustees to have informal meetings between LSEA and the Trustees.

Ms. Elsbernd shared that the communication between the Board and the community at large and between the District Office and the teachers needs to change. She reported that it took 8 days to communicate the new administrator position to employees. She asked for better communication by the Trustees and by the District Office.

#### **10.b. CSEA (Classified School Employees Association)**

##### **Minutes:**

Jerry Newland, CSEA Representative, addressed the Board of Trustees. Ms. Newland reported out about Classified positions that have not been filled. She shared that when asked about these unfilled positions, that there is no money. She questioned where the money came from for the new administrator, if there is no money. She mentioned the cuts in the past regarding Classified staff hours from 6 hours to 5.5 hours, and never regaining that half hour back.

Ms. Newland reported that other local stores and restaurants pay more than Pacifica School District. She asked the Board of Trustees for help. She stated that we cannot get employees at the rate of pay the District is offering.

#### **10.c. People Wishing to Address the Board**

##### **Minutes:**

President Villalobos called the following people who filled out a speaker card to address the Board of Trustees:

Ila Dwyer: Ms. Dwyer addressed the Board to report her frustration regarding appointing an administrator but not being able to find special education teachers to fill the open positions.

Jennifer Mitchell: Ms. Mitchell addressed the Board regarding the District's transparency with regard to monies being spent on an administrator and not reimbursement for curriculum.

Natalie Abinante: Ms. Abinante addressed the Board regarding support for the teachers and paraprofessionals in the classroom.

Jonathan Harris: Mr. Harris addressed the Board regarding the leadership role that the teachers take on day to day. He shared that Pacifica teachers are the lowest paid in the County and that hiring another administrator is disrespecting the teachers. He shared that raising the salary 5-6% for teachers will draw teachers to the Pacifica School District. He asked that the District consult with labor partners.

Joan Weideman: Ms. Weideman addressed the Board. She shared that she has been a volunteer, a former Board Trustee, and now a teacher in the District. She shared that when the District is facing difficult times that everyone come together and problem solve it together, including teachers.

Rachel Merlo: Ms. Merlo addressed the Board stating that LSEA proposed negotiation dates back in June and the District proposed a date in November. She shared that the District states that retaining teachers is a priority, but cutting school site funds and hiring an administrator does not support that priority, paying teachers more will attract and retain.

Darcy Fields: Ms. Fields addressed the Board to state that the District said in the past that there is no money for higher step increases, however, when the District needs something, there is always money available.

#### **10.d. Correspondence**

Minutes:

Heather Olsen shared correspondence received since the last Board meeting. She reported that she received correspondence from E-Rate Funding Category 2 that the District is receiving \$240,000 which will be used for routers and switches.

She shared that the North County Water District is celebrating their 75th anniversary; also the California Department of Education has reviewed the Special Education Annual Performance Report and the District passed; and the Ohlone Portola Heritage Day is on Saturday, November 2.

#### **10.e. Board/Superintendent Communications**

Minutes:

The Board of Trustees shared events and activities they participated in since the last Board meeting including: Library Advisory Committee Meeting; Masters in Governance Courses; Volunteering at FogFest; Workforce Housing Task Force; Pony Plop at Vallemar; Build and Brunch at Cabrillo; LSEA/CSEA Back to School Social; Special Meeting of the Governing Board; Presentation in Baltimore at the Future of Education Climate Summit.

### **11. DISTRICT BUSINESS - 7:20 P.M.**

Quick Summary:

DISTRICT GOALS The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, [www.pacificasd.org](http://www.pacificasd.org), under District Information, Board of Trustees.

### **11.a. Resolution No. 2019-10-10-A: Week of the School Administrator (Goal: #1)**

**Order #111 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Heather Olsen presented Resolution No. 2019-10-10-A: Week of the School Administrator for Board approval.

Dr. Olsen shared that when the Board approves the resolution this evening, she will read and present the resolution to the administrators at the October 16th Board Work Study.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2019-10-10-A to honor District school administrators as celebrated during the Week of the School Administrator, October 13-19, 2019.

ACTION

### **11.b. Resolution No. 2019-10-10-B- Statement of Assurance for Pupil Textbook and Instructional Materials (LCAP Goal: #1, Governance)**

**Order #112 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

At 7:35 P.M., Mr. Lucey presented to the Board of Trustees, Resolution No. 2019-10-10-B: Statement of Assurance for Pupil Textbook and Instructional Materials.

This item is a Public Hearing. Education Code 60119 requires that the governing board of the school district take the following action: The governing board shall hold a public hearing or hearings and shall make a determination, through a resolution, as to whether each pupil in each school in the District has, or will have prior to the end of that fiscal year, sufficient textbooks or instructional materials or both.

Board Comments: Possibility that extra language was placed within the resolution toward the end referring to: insufficient textbooks. Mr. Lucey explained that although the language is in the resolution, it is a template that is used including that language and the District stated those areas as N/A (not applicable).

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2019-10-10-B: Statement of Assurance for Pupil Textbook and Instructional Materials assuring compliance with Education Code Section 60119 for the adequacy of pupil textbooks and instructional materials for fiscal year 2019-20. ACTION

**11.c. Resolution No. 2019-10-10-C: Indigenous People's Day (LCAP Goal: #3)**

**Order #113 - Motion Passed:** Passed with a motion by Ms. Kai Doggett and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Heather Olsen presented Resolution No. 2019-10-10-C: Indigenous People's Day.

In order to reveal a more accurate historical record, the Pacifica School District passed a resolution in September of 2016 to recognize Indigenous People's Day.

The Pacifica School District recognizes the second Monday of October as Indigenous People's Day.

Board Comments: Discussion about the word "discovery" within the resolution and the purpose of it being written in quotation marks. Further discussion around changing the word "discovery" moving forward to a more accurate word.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2019-10-10-C to honor Indigenous People's Day.

ACTION

**11.d. Approval of CSEA Initial Proposal (LCAP Goals: #1, Governance)**

**Order #114 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos



Minutes:

Maria Gavidia and Josie Peterson brought forward for approval by the Board of Trustees, the Initial Proposal from CSEA for contract negotiations for the 2019-2020 school year. CSEA's proposal is attached to this agenda item.

Quick Summary:

It is recommended that the Board adopt CSEA's initial proposal for contract negotiations for the 2019-2020 school year

ACTION

**11.e. Local Control Accountability Plan (LCAP)(LCAP Goals: #1, #2, #3, Governance)**

Minutes:

Will Lucey presented the Local Control Accountability Plan (LCAP) to the Board of Trustees. The LCAP Update presentation informed the Trustees regarding the district-wide 2018-19 LCAP outcomes and metrics. It includes looking at up-to-date CAASPP; ELPAC; Attendance; Discipline; Student, Staff and Family Perception survey data. A Pacifica School District Board of Trustees Work Study will be held on Wednesday, October 16, 2019 to take a closer look at both district-wide and site-specific data around the 2018-2019 Metrics and Outcomes.

The presentation is attached to this agenda item. Mr. Lucey reviewed each slide with the Board of Trustees.

Board discussion included questions and clarifications around each of the goals and how the District will improve meeting each goal. Discussion about getting a more accurate picture on R-FEP's (Reclassified Fluent English Proficient) with regard to ELA in Goal 2. Concerns from the Board relating to progress in some of the student groups of the data. Now that the District has this data what are we doing with this data in order to push it forward?

Joan Weideman, community member and math teacher at Ingrid B. Lacy addressed the Board to share that it would be beneficial for all teachers to have professional development for English Language learners, not only English Language Arts (ELA) teachers, as it is a challenge for all teachers to support English Learners.

Quick Summary:

INFORMATION

**11.f. Constitution Day (LCAP Goal: #2, Governance)**

Minutes:

Will Lucey presented Constitution Day and shared the activities that the school sites participated in for Constitution Day.

Constitution Day is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17th, the day the U.S. Constitutional Convention signed the Constitution in 1787.

School-wide/classroom discussions and activities included: Integrated the observance with Family Day by integrating the entire school within a United States flag; Listened to the

School Rock Preamble over morning announcements; student developed and led announcements-Trivia for the day was about the Constitution; Interesting facts about the Constitution to share during the Morning News program; Opportunities for classroom lessons: Writing activities focused on key concepts such as freedom, the symbolic nature of the flag; Viewed Brain-pop video on US symbols and the Constitution (primary grades); Made Pledge of Allegiance Book; Watched CNN news segment on the Constitution and took a quiz(intermediate grades); Created a Classroom Constitution (middle school grades) applying the democratic process of voting to decide which to display.

Quick Summary:  
INFORMATION

#### **11.g. Public Report on Developer Fees (Operations)**

Minutes:

Josie Peterson presented Public Report on Developer Fees. She reported that this is a Public Hearing item which was noticed to the community and is an annual agenda item.

Ms. Peterson informed the Board of Trustees that developer fees are earned by the District when there is housing or new renovation development. The Board has very restrictive guidelines as to how those fees can be spent. The monies are spent when there is area of growth in enrollment. The District has not had enrollment growth in the last several years.

Board Comments: If we continue to have declining enrollment, we will continue to have this accumulating money that we can't spend? Ms. Peterson responded that the District would need to get legal advice on how we can spend this money. She shared that now is a good time to see how we can strategically spend this money as it has grown over the years. Are developer fees only from new projects and will our new housing project be subject to developer fees? Ms. Peterson shared that she is uncertain whether the District would fall in to the category to pay developer fees but that she would look in to it. She also explained that the fees come from remodeling not just new developments. Ms. Peterson stated that whenever a permit is generated through the city, it becomes a project subject to developer fees.

Quick Summary:  
INFORMATION

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

Minutes:

Heather Olsen reviewed the Future Agenda with the Board of Trustees.

#### **13. ADJOURNMENT - 8:20 P.M.**

Minutes:

President Villalobos adjourned the meeting at 8:50 P.M.

NEXT MEETING:     October 30, 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](http://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.

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Clerk

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Superintendent