

**Pacifica School District  
Regular Meeting**  
October 30, 2018 6:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:02 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Andrea Gould  
Ms. Kathy Shiokari  
Ms. Laverne Villalobos

Absent:

Mr. Jesse Levin

Updated Attendance:

Mr. Jesse Levin was updated to present at: 6:05 PM

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

Minutes:

Trustee Bredall called the meeting to order at 6:02 P.M.

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

Trustee Levin joined Closed Session at 6:05 P.M.

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:

Trustee Bredall announced Closed Session referring to the items listed on the Closed Session portion of the agenda.

### **3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

Trustee Bredall asked if any member of the public wishes to address the Board.

Seeing none, Trustee Bredall adjourned to Closed Session at 6:03 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: two matters**

#### **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:

Trustee Bredall reconvened the Open Session portion of the meeting at 7:02 P.M.

Trustee Villalobos led the flag salute.

Roll call was taken by Susanne Campos.

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

Quick Summary:

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### **6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

Trustee Bredall reported out on Closed Session.

By a unanimous vote of 5-0, the Board directed staff to resolve one matter up to \$25,000 for one student.

Quick Summary:  
Report Out and APPROPRIATE ACTION

## **7. APPROVAL OF THE MINUTES of October 10, 2018**

**Order #7 - Motion Passed:** . Passed with a motion by Mr. Jesse Levin and a second by Ms. Andrea Gould.

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 October 10, 2018 Regular Meeting

ACTION

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

**Order #8 - Motion to Amend Passed:** To amend the motion from: "It is recommended that the Board approve the agenda for the October 30, 2018 meeting and all consent agenda items." to: "It is recommended that the Board approve the agenda for the October 30, 2018 meeting and all consent agenda items removing 8.h. from the Consent Agenda." Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kathy Shiokari.

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

Minutes:  
Trustee Bredall asked for recommendation of the agenda and consent agenda approval.

Trustee Shiokari asked that 8.h., July 2018 Manual Maintenance: 6000 Series be removed from the Consent Agenda.

The Board approved all items on the Consent Agenda removing 8.h.

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 Tuesday, October 30, 2018 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the Tuesday, October 30, 2018 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 09/25/18 through 10/10/18 totaling \$404,019.78.

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. July 2018 Manual Maintenance 1000, 2000, 9000 Series (Second Reading)**

Quick Summary:

July 2018 Manual Maintenance 1000, 2000, 9000 Series SECOND READING(Attachment A)  
July 2018 Manual Maintenance 1000, 2000, 9000 Series(Attachment B) BP 1330 Use of School Facilities - Use CSBA Sample with Revisions(Attachment C) BP 1400 Relations Between Other Governmental Agencies and the Schools - Use CSBA Sample As Is(Attachment D) BP 2210 - Administrative Discretion Regarding Board Policy - Use CSBA Sample As Is(Attachment E) BB 9310 - Board Policies - Use CSBA Sample As Is(Attachment F) BP 1020 - Community Relations - CSBA Recommends Delete (Key concepts moved to BP 1400)

CONSENT/ACTION

#### **8.g. July 2018 Manual Maintenance 3000 Series (Second Reading)**

Quick Summary:

July 2018 Manual Maintenance 3000 Series SECOND READING(Attachment A) July 2018 Manual Maintenance 3000 Series Board Memo(Attachment B) BP 3312.2 Educational Travel Program - Use CSBA Sample As Is(Attachment C) AR 3320 Claims and Actions Against the District - Use CSBA Sample As Is(Attachment D) BP 3320 Claims and Actions Against the District - Use CSBA Sample As Is(Attachment E) BP 3515.21 Unmanned Aircraft DRONES - Use CSBA Sample As Is

CONSENT/ACTION

#### **8.h. July 2018 Manual Maintenance: 6000 Series (Second Reading)**

Minutes:

This item was removed from the Consent Agenda for further discussion.

Trustee Shiokari asked for an update from the last Board meeting where AR 6174 was presented for First Reading and further clarification of the AR was needed surrounding language between the ELPAC Initial Assessment and the Summative assessment.

Will Lucey shared that at the First Reading of AR 6174 Education for English Learners, at the October 10th Board meeting, the initial assessment and summative assessment language was not clear in the AR with regard to when these assessments are done and services begin. CSBA has been made aware of this need for clarification and stated that the District could add further language to clarify. CSBA takes information reported from districts and discusses them as they review policies for further manual maintenance revisions.

After discussion, the Board asked for further clarifying language be added to AR 6174 and brought back for First Reading at a future Board meeting.

Quick Summary:

July 2018 Manual Maintenance 6000 Series SECOND READING (Attachment A) Board Memo  
July 2018 Manual Maintenance 6000 Series (Attachment B) BP 6174 Education for English  
Learners - Use CSBA Sample As Is (Attachment C) AR 6174 - Education for English Learners -  
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:

None

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

Minutes:

None

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

Minutes:

None

### **9.d. Correspondence**

Minutes:

None

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

Minutes:

The Trustees shared the events and activities they attended since the last Board meeting including: LSEA/CSEA reception; SMCSBA Legislative Forum Breakfast; Ocean Shore site visit; LCAP Board Work Study meeting; 1:1 meetings with Heather Olsen; Conference in Sacramento; Ortega Craft Fair, PEFathon; Parcel Tax Committee Meeting; Anne Campbell's Retirement Event; Terra Nova Band Night.

Dr. Olsen shared that she held her first PTO President's Meeting; Volunteered at PEFathon, Facilities Master Plan Meetings.

## **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](http://www.pacificasd.org), under District Information, Board of Trustees.

### **10.a. Local Control and Accountability Plan (LCAP) and Budget Update (LCAP Goals: #1, #2, #3, Governance)**

#### **Minutes:**

Will Lucey reported to the Board the LCAP and Budget updates from the October 17, 2018 Board Work Study meeting. Highlighted updates that Mr. Lucey shared included:

- 1) Parent Survey Response Rate was 23%. Although considered a good response rate from Panorama, we will be looking to improve this rate significantly.
- 2) Targets will be set for Reclassification Rate and ELPAC progress towards proficiency when results of the Spring 2018 Summative Test are reported.
- 3) 2018-2019 Targets with regards SBAC ELA and Math need to be looked at and adjusted so that they are realistic and attainable especially with the sub groups.
- 4) Students Survey has been given recently and results should be coming out soon.
- 5) Chronic Absenteeism 18-19 Targets need to be adjusted due to actual 17-18 outcomes being better than targets set.
- 6) We will be looking at actions and strategies in all three goals to improve student achievement for students who are English learners, socioeconomically disadvantaged or have a disability.

The PowerPoint Presentation is attached to the October 17, 2018 Board Work Study agenda for review.

#### **Quick Summary:**

#### **INFORMATION**

### **10.b. Local Control Accountability Plan (LCAP) Local Indicators (LCAP Goals: #1, #2, #3)**

#### **Minutes:**

The Local Control Accountability Plan (LCAP) is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. Pacifica School District Board of Education Trustees approved the 2018 LCAP at the June 13, 2018 Board Meeting.

The state monitors school districts' progress through the California Dashboard that is also accessible to the public at large. Broken into two focus areas of State Indicators and Local Indicators the presentation will review the evaluation rubric and focus on the Pacifica School District Local Indicators for the Trustees review, insights, and input.

The PowerPoint attached to this agenda item outlines the indicators and the progress the District has made.

Board questions/comments included: Percentage of participation in the survey; and do the results of the survey include comparative district. Will Lucey indicated that although the participation percentage was 24%, Panorama stated that percentage rate is considered very good. Mr. Lucey is looking at ways to improve that percentage in the future. Mr. Lucey also shared that Panorama is looking into reporting normed results for similar sized school districts.

Quick Summary:  
INFORMATION

#### **10.c. Board Governance Handbook (Goal: Governance)**

Minutes:

Dr. Heather Olsen brought forth the DRAFT copy of the Board Governance Handbook.

This Governance Handbook was developed in a Board Governance workshop conducted on August 25, 2018, with the assistance of Walt L. Hanline, Ed.D., Executive Director of the National Center for Executive Leadership and School Board Development.

This handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions about unity of purpose, roles, norms and coming to agreement on protocols for formal structures that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.

Board discussion included whether the Board would like to have more time to review and bring back to the November 28, 2018 Board meeting.

No Action Was Taken. This agenda item will be brought back for approval at a future Board meeting.

Quick Summary:

It is recommended that the Board of Trustees approve the DRAFT copy of the Pacifica School District Governance Handbook.

ACTION



#### **10.d. Final Certificated Staff Assignments, Non Administrative 2018-19 (Goal: Operations)**

Minutes:

Maria Gavidia reported on the Final Certificated Staff Assignments, Non-Administrative for 2018-2019 School Year. She apologized to the Board as some of the data was dropped off of the list in error. Ms. Gavidia did share some of the information that was dropped, however, she will bring this item back to the November 28, 2018 Board meeting with the corrected information.

Quick Summary:  
INFORMATION

#### **10.e. 1st Quarter Report on Williams Uniform Complaints (Goal: Operations)**

Minutes:

Josie Peterson reported to the Board of Trustees that there were no Williams Uniform Complaints in the 1st quarter.

Quick Summary:  
INFORMATION

### **11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 7:50 P.M.**

#### **11.a. May 2018 Manual Maintenance 3000 Series (First Reading)**

Minutes:

Josie Peterson brought the May 2018 Manual Maintenance back for First Reading. BP 3514.1 Hazardous Substances was further reviewed as to whether toxic art supplies are being used in the District schools. Ms. Peterson discussed this with each school site and it was determined that no District schools use hazardous materials and the language in the policy was updated to reflect that the District will not use hazardous substances in our K-8 schools.

These policies will be brought for Second Reading and Consent at the November 28, 2018 Board meeting.

Quick Summary:

CSBA May 2018 Manual Maintenance 3000 Series FIRST READING(Attachment A) CSBA May 2018 Manual Maintenance 3000 Series Board Memo(Attachment B) AR 3514 Environmental Safety - Use CSBA Sample As Is(Attachment C) BP 3514.1 Hazardous Substances - Use CSBA Sample with Revisions(Attachment D) AR 3516 Emergencies and Disaster Preparedness Plan - Use CSBA Sample As Is(Attachment E) BP 3516 Emergencies and Disaster Preparedness Plan - Use CSBA Sample As Is(Attachment F) AR 3541 Transportation Routes and Services - Use CSBA Sample As Is

INFORMATION

### **11.b. May 2018 Manual Maintenance 4000, 5000 Series (First Reading)**

#### **Minutes:**

Maria Gavidia presented May 2018 Manual Maintenance 4000,5000 Series for First Reading.

Board discussion included removing language from E 5125.1 Release of Directory Information (Attachment I) as it does not relate to our students and being consistent with language in both the BP/E 5125.1; running BP 5131.2 Bullying (Attachment J) by County Counsel for language clarification pertaining to limiting specific individual or group targets and provide a more generalized language and/or adding words such as "may include" and have that language throughout the document for consistency.

Ms. Gavidia will clarify with Counsel and report back to the Trustees at a future Board meeting.

#### **Quick Summary:**

May 2018 Manual Maintenance 4000, 5000 series FIRST READING Attachment A - May 2018 Manual Maintenance 4000 5000 Series Board Memo Attachment B - BP 5111 Admission - Use CSBA Sample As Is Attachment C - AR 5111 Admission - Use CSBA Sample As Is Attachment D - BP 5111.1 District Residency - Use CSBA Sample with Revisions Attachment E - AR 5111.1 District Residency - Use CSBA Sample As Is Attachment F - BP 5125 Student Records - Use CSBA Sample with revisions Attachment G - AR 5125 Student Records - Use CSBA Sample with Revisions Attachment H - AR 5125.1 Release of Directory Information - Use CSBA Sample with Revisions Attachment I - E 5125.1 Release of Directory Information - Use CSBA Sample with Revisions Attachment J - BP 5131.2 Bullying - Use CSBA Sample with Revisions Attachment K - BP 5145.13 Response to Immigration Enforcement New Policy - Use CSBA Sample As Is Attachment L - AR 5145.13 Response to Immigration Enforcement- New Policy - Use CSBA Sample As Is Attachment M - BP 5145.3 Nondiscrimination Harassment - Use CSBA Sample As Is Attachment N - AR 5145.3 Nondiscrimination Harassment - Use CSBA Sample with Revisions Attachment O - BP 5145.9 Hate-Motivated Behavior - Use CSBA Sample As Is Attachment P - BP 4158\_4258\_4358 Employee Security - Use CSBA Sample As Is Attachment Q - AR 4158\_4258\_4358 Employee Security - Use CSBA Sample As Is Attachment R - BP 4161.9\_4261.9\_4361.9 Catastrophic Leave Program - Use CSBA Sample with Revisions Attachment S - AR 4161.9\_4261.9\_4361.9 Catastrophic Leave Program - Use CSBA Sample with Revisions

#### **INFORMATION/DISCUSSION**

### **11.c. AR/E 5116.1 Intradistrict Open Enrollment (First Reading)**

#### **Minutes:**

Maria Gavidia presented AR/E 5116.1 Intradistrict Open Enrollment for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the November 28, 2018 Board meeting.

Quick Summary:

AR 5116.1 Intradistrict Open Enrollment FIRST READING(Attachment A) Board Memo for AR/E 5116.1 Intradistrict Open Enrollment(Attachment B) AR 5116.1 Intradistrict Open Enrollment - PSD Current with revisions(Attachment C) E 5116.1 Intradistrict Open Enrollment - PSD Current with revisions

INFORMATION

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

Minutes:

Dr. Olsen reviewed the Future Agenda items with the Trustees and asked if they had items they would like to bring forward to a future Board meeting.

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

Minutes:

Trustee Bredall adjourned the meeting at 8:13 P.M.

Quick Summary:

NEXT MEETING: November 28, 2018, 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.

7/21/10 Original – Updated 9/13/10

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Clerk

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Superintendent