

Pacifica School District
Regular Meeting
September 20, 2018 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:01 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:

Trustee Bredall called the meeting to order at 6:01 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 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 (Government Code section 54956.9(b)) - One matter

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 7:00 P.M.

Trustee Shiokari led the flag salute.

Roll call was taken by Susanne Campos.

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

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:

Trustee Bredall reported out on Closed Session.

By a vote of 5-0, the Board voted to accept an agreement discussed in Closed Session under item 4.a. Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - One matter.

Quick Summary:

Report Out and APPROPRIATE

ACTION

7. APPROVAL OF THE MINUTES of August 29, 2018

Order #1 - Motion Passed: Passed with a motion by Mr. Jesse Levin 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

Quick Summary:

It is recommended that the Board approve the Minutes of the August 29, 2018 Regular Meeting.

ACTION

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

Order #2 - Motion Passed: It is recommended that the Board approve the agenda for the September 20, 2018 meeting and all consent agenda items.

Passed with a motion by Ms. Laverne Villalobos 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:

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 September 20, 2018 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the September 20, 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 08/10/18 through _09/04/18 totaling \$542,248.02.

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 approve the following overnight field trips(s) 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. Internship and Student Teacher Agreements between the Pacifica School District and University of San Francisco

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the District and University of San Francisco to place their students enrolled in the teacher and counselor training curricula.

CONSENT/ACTION

8.g. March 2018 Manual Maintenance 1000 Series (Second Reading)

Quick Summary:

March 2018 Manual Maintenance 1000 Series SECOND READING

(Attachment A) March 2018 Manual Maintenance 1000 Series Board Memo
(Attachment B) BP 1312.3 Uniform Complaint Procedures - Use CSBA Sample with Minor Revisions
(Attachment C) AR 1312.3 Uniform Complaint Procedures - Use CSBA Sample with Revisions

CONSENT/ACTION

8.h. March 2018 Manual Maintenance 4000, 5000 Series (Second Reading)

Quick Summary:
March 2018 Manual Maintenance 4000, 5000 Series

SECOND READING

Attachment A - March 2018 Manual Maintenance Second Reading Memorandum
Attachment B - BP 4111_4211_4311 Recruitment and Selection - Use CSBA Sample As Is
Attachment C - BP 4119.11_4219.11_4319.11 Sexual Harassment - Use CSBA Sample As Is
Attachment D - AR 4119.11_4219.11_4319.11 Sexual Harassment - Use CSBA Sample As Is
Attachment E - AR 4161.1_4361.1 Personal Illness Injury Leave Use - CSBA Sample With Revisions
Attachment F - AR 4161.8_4261.8_4361.8 Family Care and Medical Leave - Use CSBA Sample With Revisions
Attachment G - AR 4261.1 Personal Illness - Injury Leave - Use CSBA Sample With Revisions
Attachment H - BP 5022 Student and Family Privacy Rights - Use CSBA Sample As Is
Attachment I - AR 5022 Student and Family Privacy Rights - Use CSBA Sample As Is
Attachment J - BP 5145.6 Parental Notifications - Use CSBA Sample As Is
Attachment K - E5145.6 Parental Notifications - Use CSBA Sample As Is

CONSENT/ACTION

9. COMMUNICATIONS - 7:10 P.M.

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

9.a. LSEA (Laguna Salada Education Association)

Minutes:
LSEA Representative, Meghann Elsbernd, and CSEA Representative, Jerry Newland, invited everyone to the LSEA & CSEA Back 2 School Social event in October.

9.b. CSEA (Classified School Employees Association)

Minutes:
Refer to agenda item 9.a. LSEA for minutes.

9.c. People Wishing to Address the Board

Minutes:

There was no one wishing to address the Board.

9.d. Correspondence

Minutes:

Heather Olsen shared a letter from Anne Campbell, County Superintendent of Schools, confirming Pacifica School District's Bond Election Results.

Dr. Olsen also shared that Trustee Bredall received the approval of the LCAP and shared that our LCAP has been fully approved.

9.e. Board/Superintendent Communications

Minutes:

The Trustees shared the events and activities they attended since the last Board meeting including: Back to School Nights at Ocean Shore and Ingrid B. Lacy Middle School; visit to Casa Del Maestro regarding Workforce Housing and a meeting with the landscape artist discussing a preliminary vision; SMCSBA General Meeting on math placement and acceleration; the Daly City Youth Health Center.

Trustee Levin shared that he and Dr. Olsen attended the Master's in Governance Course 1 together.

Dr. Olsen reported that she attended a Big 5 Community Meeting put on by San Mateo County Office of Education which was held at the Jefferson Union High School District. She shared that SMCOE Superintendent of Schools would be happy to put on Big 5 training for parents in our district.

Dr. Olsen also shared that she and Trustee Bredall attended the Home for All Conference where Trustee Bredall was part of a five person panel about Workforce Housing. Dr. Olsen stated the Trustee Bredall represented the Pacifica School District very well in terms of talking in relation to the District's Workforce Housing project.

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. Approval of Contract with WLC Architect (Goal: Operations)

Order #3 - 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
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented the contract with WLC Architect to the Board of Trustees for approval.

Ms. Peterson shared that the District reviewed a couple of proposals and a decision was made to move forward with WLC Architect to develop a robust facilities master plan. She mentioned that this would include stakeholder engagement and a true cost analysis as outlined in the proposal which is attached to this agenda item.

Board comments/questions included: moving forward is exciting; question in relation to costs and how they are priced out, which Ms. Peterson responded that age of the site and square footage are taken in to account but that she will obtain further information and send the information to the Board. Dr. Olsen also reported that another reason that the District went with this company is the stakeholder engagement along with the product itself that they developed.

Quick Summary:

It is recommended that the Board of Trustees approve a contract with WLC Architects for developing a comprehensive Facilities Master Plan.

ACTION

10.b. Approval of First Amendment to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions between Pacifica School District and the Ignation Corporation (Goal: Operations)

Order #4 - Motion Passed: Passed with a motion by Mr. Jesse Levin and a second by Ms. Laverne Villalobos.

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

Minutes:

Josie Peterson presented to the Board of Trustees for approval, the First Amendment to the Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions between Pacifica School District and the Ignation Corporation.

Ms. Peterson reported that this amendment is a formality as the Board has already approved the sale of Fairmont property to the Ignation Corporation at the June 13, 2018 Regular Board Meeting. The amendment contains a resale participation clause whereby if the Buyer sells the property within a period of ten years, the seller shall be entitled to 50% of the profit. The clause is already within the sale agreement; however, the title company asked that it be listed in the deed as a deed restriction.

Quick Summary:

It is recommended that the Board of Trustee approve the First Amendment to Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions between Pacifica School District and the Ignatian Corporation.

ACTION

10.c. Report on Opening of School, Student Enrollment, and Staffing Update (Goal: Operations)

Minutes:

Maria Gavidia, Executive Director, Special Education, Human Resources and Pupil Services, reported on the opening of the 2018-2019 school with regard to student enrollment and staffing updates.

The attached Board memo outlines student enrollment, kindergarten lottery results, inter and intra district transfers, wait list information, and a staffing update.

Board questions/comments: a clarification was made regarding the stated 5.5 Behaviorist position. This is one 5.5 hour position, not 5.5 Behaviorist positions needed in the district.

Ms. Gavidia thanked LSEA for its partnership with the district in keeping siblings together.

She also thanked Marta Grech, Administrative Assistant in Student Services, for managing the enrollment processes and data.

Ms. Gavidia shared that she appreciates the Board of Trustees for their attendance and involvement in our schools.

Quick Summary:

INFORMATION

10.d. Resolution 2018-09-20-B Adoption of GANN (Goal: Governance)

Order #5 - 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
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented to the Board of Trustees Resolution No. 2018-09-20-B Adoption of GANN for approval.

Ms. Peterson shared that the GANN goes back as far as 1979. This constitutional amendment, popularly known as the GANN initiative, places limits on the growth of expenditures for publicly funded programs. Pacifica School District has not exceeded this calculation.

Quick Summary:

It is recommended that the Board approve Resolution No. 2018-09-20-B to adopt the Gann Limit for the fiscal year 2018-2019.

ACTION

10.e. Approval of Unaudited Actuals for Fiscal Year 2017-2018 (Goal: Operations)

Order #6 - 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
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson reported on the Unaudited Actuals for Fiscal Year 2017-2018.

Ms. Peterson shared that the 2017-2018 financial books are closed and that the budget for 2018-2019 was proposed at the June 13, 2018 Board meeting based on the Governor's May revisions. However, we are in deficit spending and need to carefully watch our cash flow; at the current cost of education, the District is spending the required amount. Ms. Peterson also reported that we have met the Maintenance of Effort for Special Education.

The Board of Trustees shared that the District has a large textbook adoption coming up and thanked Ms. Peterson for her work at keeping our budget on track.

Quick Summary:

It is recommended that the Board approve the preliminary financial statements for the 2017-2018 fiscal year, and authorize the Superintendent to file the statements with the San Mateo County Office of Education.

ACTION

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

11.a. May 2018 Manual Maintenance 0000 Series (First Reading)

Minutes:

The May 2018 Manual Maintenance 0000 Series will move to the consent agenda for Second Reading at the October 10, 2018 Regular Board Meeting.

Quick Summary:

May 2018 Manual Maintenance 0000 Series FIRST READING

(Attachment A) May 2018 Manual Maintenance 0000 Series Board Memo

(Attachment B) BP 0410 Nondiscrimination in District Programs and Activities - Use CSBA Sample with Revisions

(Attachment C) E 0420.41 Charter School Oversight - Use CSBA Sample As Is

INFORMATION/DISCUSSION

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

Minutes:

The May 2018 Manual Maintenance 3000 Series will be presented again for First Reading at the October 30, 2018 Regular Board Meeting with minor revisions, based on Board of Trustee discussion on these policies.

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.c. May 2018 Manual Maintenance 6000 Series (First Reading)

Minutes:

The May 2018 Manual Maintenance 6000 Series will move to the consent agenda for Second Reading at the October 10, 2018 Regular Board Meeting.

Quick Summary:

May 2018 Manual Maintenance 6000 Series FIRST READING

(Attachment A) Board Memo May 2018 Manual Maintenance 6000 Series

(Attachment B) BP 6161.3 Toxic Art Supplies PSD Current

INFORMATION/DISCUSSION

12. FUTURE AGENDA ITEMS - 8:05 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda items. The Board asked that a Resolution be brought to the October 10, 2018 Regular Board meeting acknowledging Indigenous Peoples Day.

13. ADJOURNMENT - 8:10 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 8:04 P.M.

Quick Summary:

NEXT MEETING: October 10, 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. 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