

**Pacifica School District
Reorganization Meeting**
December 11, 2019 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

Ms. Elizabeth Bredall
Ms. Kai Doggett
Ms. Kathy Shiokari
Ms. Laverne Villalobos

Absent:

Mr. Jesse Levin

Updated Attendance:

Mr. Jesse Levin was updated to present at: 6:03 PM

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

Minutes:

Trustee Villalobos called the meeting to order at 6:00 P.M.

2. ANNOUNCEMENT OF CLOSED SESSION

Minutes:

Trustee Villalobos announced Closed Session referring to the items listed on the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

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

Seeing none, Trustee Villalobos adjourned to Closed Session at 6:00 P.M.

4. CLOSED SESSION

4.a. Conference with Real Property Negotiators (Gov. Code sec. 54956.8)

Agency Negotiators: Superintendent Heather Olsen and Chief Business Official Josie Peterson

**4.a.1. Property: Oddstad School Site, 930 Oddstad Boulevard, Pacifica, CA 94044
Negotiating Parties: Pacifica School District and Bridge Housing**

Under Negotiation: Price and Terms

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 Villalobos called 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, 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:

Trustee Villalobos reported out on Closed Session.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. REORGANIZATION - 7:05 P.M.

7.a. Annual Board Reorganization

7.a.1. Election of 2020 Officers (President, Vice President, Clerk, Vice Clerk) and Appointment of Secretary to the Board

Minutes:

The Trustees elected the 2020 Officers and Appointment of Secretary to the Board.

Trustee Shiokari nominated Trustee Levin as President; Trustee Doggett seconded the nomination of Mr. Levin.

The Board passed by a vote of 4-0 with Mr. Levin abstaining from the vote.

Trustee Levin took his seat as President of the Pacifica School District Board of Education Trustees.

Trustee Levin continued the election of officers asking for a nomination for Vice President. Trustee Shiokari nominated Trustee Bredall for Vice President; Trustee Villalobos seconded the nomination of Ms. Bredall.

The Board passed by a vote of 4-0 with Ms. Bredall abstaining from the vote.

Trustee Levin asked for a nomination for Clerk. Trustee Villalobos nominated Trustee Doggett for Clerk; Trustee Bredall seconded the nomination of Ms. Doggett.

The Board passed by a vote of 4-0 with Ms. Doggett abstaining from the vote.

Trustee Levin asked for a nomination for Vice Clerk. Trustee Bredall nominated Trustee Villalobos for Vice Clerk; Trustee Levin seconded the nomination of Ms. Villalobos.

The Board passed by a vote of 4-0 with Ms. Villalobos abstaining from the vote.

President Levin asked for a motion to appoint Heather Olsen, Superintendent, as Secretary to the Board.

Trustee Doggett moved to approve Heather Olsen as Secretary to the Board with a second by Trustee Levin. The Board passed the motion 5-0.

The Trustees took a moment to take their newly elected seats.

Quick Summary:
DISCUSSION/ACTION

7.a.2. Board Meeting Calendar for 2020

Order #123 - Motion Passed: It is recommended that the Board adopt the Board meeting calendar for the 2020 calendar year. 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

Minutes:

Dr. Olsen presented the attached proposed 2020 Board of Trustee meeting calendar.

Board comments included having offsite Board meetings at school sites on the North and South end of Pacifica.

Dr. Olsen shared that Pacific Coast Television (PCT), who broadcasts the meetings, can accommodate these meetings at the school sites. Dr. Olsen proposed January 22 and April 29. Trustee Doggett suggested that a Board meeting could be held when school starts back up in the Fall.

There was discussion around how many Work Study Meetings should be held and when and how a Special Meeting is scheduled.

Quick Summary:
DISCUSSION/ACTION

7.a.3. Board of Trustees Committee Assignments 2020

Minutes:

Dr. Olsen presented the Board of Trustee Committee Assignments for 2020. She asked that this item be tabled until the replacement of Trustee Shiokari has been made and the new Trustee can be included in the decision making.

No Action Was Taken.

Quick Summary:
DISCUSSION/ACTION

7.a.4. Resolution No. 2019-12-11-A Delegation of Authority

Order #124 - Motion Passed: It is recommended that the Board approve Resolution No. 2019-12-11-A, Delegation of Authority for the Board of Trustees to the Superintendent for the 2020 calendar year. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Laverne Villalobos.

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

Minutes:

In keeping with the routine of most districts, this item regarding the authority of the superintendent to address routine District Management activities is placed for Board action at this annual organization meeting.

While these procedures are addressed in Board Policy (BP) (see attached BP 2120 Superintendent of School and BP 2122 Superintendent of Schools: Responsibilities and Duties), adoption of the resolution summarizes District practice.

Quick Summary:
DISCUSSION/ACTION

8. APPROVAL OF THE MINUTES of November 20, 2019 - 7:30 P.M.

Order #125 - Motion Passed: It is recommended that the Board approve the Minutes of the November 20, 2019 Regular Meeting. 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:
ACTION

9. APPROVAL OF THE AGENDA AND CONSENT AGENDA - 7:35 P.M.

Order #126 - Motion to Amend Passed: To amend the motion from: "It is recommended that the Board approve the Agenda for the December 11, 2019 meeting and all Consent Agenda items." to: "It is recommended that the Board approve the Agenda for the December 11, 2019 meeting and all Consent Agenda items removing item 9.g. Biola University Agreement (MOU)." 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

Minutes:
Trustee Shiokari asked that 9.g. Biola University Agreement (MOU) be removed from the Consent agenda for discussion. (See minutes of 9.g. on page 6)

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 December 11, 2019 meeting

Quick Summary:
It is recommended that the Board approve the agenda for the December 11, 2019 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 11/08/2019 through 11/19/2019 totaling \$383,061.22.

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. Personnel Changes

Quick Summary:

It is recommended that the Board approve the personnel changes as presented.

CONSENT/ACTION

9.e. San Mateo County Investment Report Quarter Ending September 30, 2019

Quick Summary:

INFORMATION

9.f. CalStateTEACH Program Agreement (MOU)

Quick Summary:

It is recommended that the Board approve the Agreement to Place Interns between the District and California State University's CalStateTEACH Program.

CONSENT/ACTION

9.g. Biola University Agreement (MOU)

Order #127 - Motion Passed: Passed with a motion by Ms. Kathy Shiokari 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:

Trustee Shiokari asked staff if the District has someone to place from Biola University. Ms. Gavidia confirmed that the District does have someone to place. Trustee Levin asked if Biola

is a new relationship with the District. Ms. Gavidia confirmed that Biola is a new relationship with the District.

Quick Summary:

It is recommended that the Board approves the Agreement to Place Interns between the District and Biola University.

CONSENT/ACTION

9.h. BP/AR 5132 Dress and Grooming (May 2019 Manual Maintenance)(Second Reading)

Quick Summary:

BP/AR 5132 Dress and Grooming (May 2019 Manual Maintenance)(Second Reading)

CONSENT/ACTION

9.i. October 2019 Manual Maintenance 0000, 1000, 9000 Series (Second Reading)

Quick Summary:

October 2019 Manual Maintenance 0000, 1000, 9000 Series (First Reading)(Attachment A)
October 2019 Manual Maintenance 0000, 1000, 9000 Series (First Reading) Board
Memo(Attachment B) BP 0460 Local Control Accountability Plan - Use CSBA Sample As
Is(Attachment C) AR 0460 Local Control Accountability Plan - Use CSBA Sample with
Revisions(Attachment D) BP 0520 Intervention for Underperforming Schools - Use CSBA
Sample As Is(Attachment E) BP 0520.1 Comprehensive and Targeted Support and
Improvement - Use CSBA Sample As Is(Attachment F) BP 1431 Waivers - Use CSBA Sample As
Is(Attachment G) BB 9323 Meeting Conduct - Use CSBA Sample As Is

CONSENT/ACTION

9.j. October 2019 Manual Maintenance 3000, 7000 Series (Second Reading)

Quick Summary:

October 2019 Manual Maintenance 3000, 7000 Series (Second Reading)(Attachment A)
October 2019 Manual Maintenance 3000, 7000 Series (Second Reading) Board
Memo(Attachment B) AR 3515 Campus Security - Use CSBA Sample As Is(Attachment C) BP
3515 Campus Security - Use CSBA Sample with Minor Revisions(Attachment D) AR 7140
Architectural and Engineering Services - Use CSBA Sample As Is(Attachment E) BP 7140
Architectural and Engineering Services - Use CSBA Sample As Is

CONSENT/ACTION

10. COMMUNICATIONS - 7:40 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, thanked and appreciated Trustee Shiokari for her countless hours as a Board Trustee and parent in the District. She thanked Ms. Shiokari for listening and answering questions presented. Ms. Elsbernd thanked Ms. Shiokari for her service and presented a token of appreciation from LSEA.

10.b. CSEA (Classified School Employees Association)

Minutes:

Jerry Newland, CSEA Representative, shared that CSEA had nothing to report at this time.

10.c. People Wishing to Address the Board

Minutes:

President Levin called on Elizabeth Russell, a parent in the District, to address the Board.

Ms. Russell thanked Trustee Villalobos for making parents inclusive. Ms. Russell stated that she is speaking at the Board meeting to address parents. She is concerned about her own child because she is seeing behavior changes due to not having access to services in his IEP. She shared that parents may talk to her about their rights as parents and resources available.

10.d. Correspondence

Minutes:

Dr. Olsen reported there was no correspondence.

10.e. Board/Superintendent Communications

Minutes:

The Trustees shared events and activities they attended since the last Board meeting including: Visits to school site Special Day Classes with Maria Gavidia; visit with Jonathan Harris and Natalie Abinante at Ocean Shore; PTO meetings at Ortega, Cabrillo and Vallemar; IBL/Ocean Shore 6th grade beginning band concert; Pacifica Collaborative meeting; Sunset Ridge 3rd grade class singing at the Community Center; CSBA Annual Education Conference President's Workshop.

Dr. Olsen shared that she will be visiting Ocean Shore this week.

11. DISTRICT BUSINESS - 8:00 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.

11.a. School Plan for Student Achievement (LCAP Goal: 1,2,3, Operations. Governance)

Order #128 - Motion Passed: Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Laverne Villalobos.

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

Minutes:

Will Lucey shared that the Principals reported out on each of their School Plans for Student Achievement (SPSA) at the last Board meeting. At that Board meeting the Trustees gave each Principal input and suggestions. The Principals took that information and updated their plans accordingly. Mr. Lucey brought the updated plans back to the Board this evening for their approval.

Board comments: most of the data listed is academic data, would like to see art/music data: the District and other organizations financially support these programs and should be included in the data to show the District's commitment to curiosity, joy, confidence, and academic achievement; is there a cap limiting how many types of data we show: there is no limit however it needs to tie to an LCAP goal(s).

Quick Summary:

It is recommended that the Board approve the School Plan for Student Achievement (SPSA) for Cabrillo, Ingrid B. Lacy, Ocean Shore, Ortega, Sunset Ridge, and Vallemar as presented.

ACTION

11.b. Extension of Exclusive Right to Negotiate Agreement with Bridge Housing for the Oddstad Staff Housing Project for an additional 90 days (LCAP: Operations)

Minutes:

Josie Peterson shared with the Board of Trustees that the Extension of Exclusive Right to Negotiate Agreement was for an initial term of 120 days, ending on December 5, 2019. Staff asked if the Board of Trustees would like to extend the agreement with Bridge Housing. Bridge Housing and the District have been and remain in good faith negotiations regarding the project and the District's consultants and counsel have informed District administration that more time is needed to conclude negotiations with Bridge Housing.

The Trustees asked if the District can negotiate with Bridge Housing without having to extend the agreement. Ms. Peterson shared that the District can negotiate with Bridge Housing still, however, not necessarily exclusively.

The Trustees agreed to continue negotiations with Bridge Housing without the extension of the agreement.

No Action Was Taken.

Quick Summary:

It is recommended that the Board authorize an extension of the exclusive right to negotiate agreement (ERNA) with Bridge Housing for the Oddstad Staff Housing Project for an additional ninety days, through March 5, 2020.DISCUSSION/ACTION

11.c. Certificated and Classified Staff: Permanent Status (LCAP Goal #1)

Minutes:

Maria Gavidia shared information on Certificated and Classified Staff who have moved to permanent status in the District.

For Certificated staff, the standard is a three year process starting as a temporary/probationary teacher dependent on the staffing needs of the district for the year of hiring, with the first day of the third year a fully certificated employee becoming permanent. For classified staff, the standard is a six-month probationary period.

Quick Summary:

INFORMATION

11.d. Final Certificated Staff Assignments, Non-Administrative 2019-2020 (LCAP Goal: Operations)

Minutes:

Maria Gavidia brought back to the Board, the Final Certificated Staff Assignments, Non-Administrative. A Board Trustee asked for the breakdown of the Ingrid B. Lacy Middle School (IBL) staff assignments, which have not been included in prior years because IBL staff FTE's breakdown a little different than the other school sites due to teaching multiple subjects and prep periods.

Quick Summary:

INFORMATION

11.e. Human Resources Update (LCAP Goal #1)

Minutes:

Maria Gavidia updated the Board of Trustees on the Special Education Teacher vacancies. To date, the District has received responses for compensatory services from about 30 families. Students with IEP's who still do not have a special education teacher (including no substitute) will receive a letter with an offer of compensatory services for the next period of time, before the beginning of the holiday break.

She reported that the District continues efforts to recruit for the immediate need and for the long term. There are contracted special education teachers scheduled to report to IBL and possibly Ocean Shore after the Winter break.

Quick Summary:

INFORMATION

11.f. Appointment or Election to Replace Outgoing Trustee (Goal: Governance)

Order #129 - Motion Passed: It is recommended that the Board approve to replace Kathy Shiokari, Trustee, by provisional appointment 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 asked the Board of Trustees whether they would like to approve to replace Kathy Shiokari, Trustee, by either appointment or by election.

Kathy Shiokari announced her resignation to the Superintendent of Schools, Nancy Magee, on November 25, 2019. Trustees Shiokari's last day as a Pacifica School District Board of Education Trustee will be December 31, 2019.

When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment.

The Board of Trustees voted to replace Ms. Shiokari through the provisional appointment process.

Quick Summary:

It is recommended that the Board of Trustees approve to replace Kathy Shiokari, Trustee, by either appointment or by election.

DISCUSSION/ACTION

12. FUTURE AGENDA ITEMS - 8:30 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda and asked the Trustees if they had any agenda items they would like to add. Items for future meetings that the Board would like to discuss include: communications; website update; Digital Divide; and follow up on special education staff hiring.

13. ADJOURNMENT - 8:35 P.M.

Minutes:

President Levin adjourned the meeting at 8:16 P.M.

Quick Summary:

NEXT MEETING: January 22, 2020, 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