

Pacifica School District
Regular Meeting
January 22, 2020 6:00 PM
375 Reina Del Mar Ave.
Pacifica, CA 94044

1. OPEN SESSION - 6:00 P.M.

1.a. Call to Order

Minutes:

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

1.b. Roll Call

Attendance Taken at 6:00 PM:

Present:

Ms. Elizabeth Bredall

Ms. Kai Doggett

Mr. Jesse Levin

Ms. Laverne Villalobos

1.c. Announcement: Recording of the Meeting

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

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

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

Seeing none, Trustee Levin adjourned to Closed Session at 6:01 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. Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - One case

4.c. Public Employee Performance Evaluation (G.C. 54957)

Title: Superintendent

5. OPEN SESSION - 7:00 P.M.

5.a. Call to Order

Minutes:

Trustee Levin called the Open Session portion of the meeting at 7:04 P.M.

5.b. Pledge of Allegiance

Minutes:

Trustee Villalobos led the flag salute.

5.c. Roll Call

Minutes:

Roll call was taken by Susanne Campos.

5.d. Announcement: Recording of the Meeting

Quick Summary:

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Trustee Levin reported out on Closed Session. Direction by the Board of Trustees was given to staff regarding 4.b.Conference with Legal Counsel - Anticipated Litigation (Government Code section 54956.9(b)) - One case

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of December 11, 2019

Order #121 - Motion Passed: Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kai Doggett.

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

Quick Summary:

It is recommended that the Board approve the Minutes of the December 11, 2019 Regular Meeting

ACTION

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

Order #122 - Motion Passed: It is recommended that the Board approve the agenda for the January 22, 2020 meeting and all consent agenda items. 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. 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 January 22, 2020 Meeting

Quick Summary:

It is recommended that the Board approve the agenda for the January 22, 2020 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 12/03/2019 through 12/19/2019 totaling \$1,262,731.50.

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. Personnel Changes

Quick Summary:

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

CONSENT/ACTION

8.e. Approval of 2019-2020 Agreement with Spindrift School of Performing Arts

Quick Summary:

It is recommended that the Governing Board approve the agreement between the Pacifica School District and the Spindrift School of Performing Arts to exchange services for use of district facilities.

CONSENT/ACTION

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

Quick Summary:

INFORMATION

8.g. 2nd Quarter Report on Williams Uniform Complaints

Quick Summary:
INFORMATION

9. COMMUNICATIONS - 7:10 P.M.

Quick Summary:

Speakers wishing to address the Board on items on the agenda or not on the agenda, may complete speaker cards and submit them to any member at the staff table. If you are addressing the Board on a non-agenda item, please be aware that the provisions of the Brown Act prohibit the Board from acting or discussing such matters at this meeting. Public comments are limited to three (3) minutes per person per topic.

9.a. LSEA (Laguna Salada Education Association)

Minutes:
LSEA had nothing to report at this time.

9.b. CSEA (Classified School Employees Association)

Minutes:
CSEA was not present.

9.c. People Wishing to Address the Board

Minutes:
There were no members of the public wishing to address the Board.

9.d. Correspondence

Minutes:
Dr. Olsen reported that there was no correspondence.

9.e. Board/Superintendent Communications

Minutes:
The Board of Trustees shared events and activities they attended since the last Board meeting including: learning about meditation in the classroom and sharing the benefits; attending SPARC Poetry; chaperoned 6th grade field trip to the Academy of Sciences; Parcel Tax meeting; Legislative Action Day; January Jazz at the Moose Lodge; Cabrillo holiday performance; and a Spindrift performance.

Dr. Olsen spent a lot of time at Ocean Shore School due to the flooding. Mentioned that the students at Ingrid B. Lacy Middle School welcomed Ocean Shore students to their school, as a temporary place to attend school, with signs. Dr. Olsen applauded everyone for pulling together during this crisis.

10. PRESENTATION - 7:30 P.M.

10.a. Student Digital Access at Home - Christy Novack, Access, Equity and Innovation Specialist

Minutes:

Christy Novack, Access, Equity and Innovation Specialist, prepared and shared a presentation to the Board of Trustees on Student Digital Access at Home. She shared the definition of Digital Divide and shared with the Board ways to help families gain access to technology. The presentation is attached to this agenda item.

Board comments: Good resources provided in the presentation; access to hotspots at the local libraries; using Pacifica Resource Center as a resource; using Parcel Tax funds. Dr. Olsen mentioned creating goals within the LCAP.

Quick Summary:
PRESENTATION

11. DISTRICT BUSINESS - 7:40 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. Panorama Student Survey and California Dashboard Presentation (LCAP Goals: 1,2,3, Governance)

Minutes:

Will Lucey, Executive Director, Educational Support Services, presented on the Panorama Student Survey and the California Dashboard.

For the past three years, Pacifica School District has had its 3rd - 8th grade students take the Panorama Student Perception Social Emotional Learning (SEL) skills and Climate surveys. SEL Core survey measures how students perceive their own social-emotional skills. The first part of the presentation covered highlights of the most recent Student Survey Result given at the beginning of this school year. The second part of the presentation covered an overview of the CA Dashboard with a focus on our student groups. Mr. Lucey followed up by presenting a summary of the findings. The Board had opportunity to discuss these findings and give initial input and direction around focused goals for the LCAP including chronic absenteeism, suspension rate, socially disadvantaged, and increasing test scores.

The presentation is attached to this agenda item.

Quick Summary:
INFORMATION

11.b. Acceptance of 2018-2019 Audit Report (LCAP: Governance)

Order #123 - Motion Passed: Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

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

Minutes:

Josie Peterson introduced Mr. Matt Ojeda representing Chavan & Associates, LLP. Chavan & Associates, LLP are Certified Public Accountants who annually audit the District and present audit findings at a public Board meeting.

Mr. Ojeda summarized the highlights of the audit. There were no findings. The audit report is attached to this agenda item.

Board comments: What is the average reserve for a District? Mr. Ojeda responded that it is 5-10%, and the requirement for California is 3%.

Quick Summary:

It is recommended that the Governing Board accept the 2019-2019 audit report.

DISCUSSION/ACTION

11.c. SARC Reports (School Accountability Report Card) (Goal: Governance)

Order #124 - Motion Passed: Passed with a motion by Ms. Kai Doggett and a second by Ms. Laverne Villalobos.

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

Minutes:

Will Lucey presented the SARC Reports (School Accountability Report Card) for each school site to the Board for approval.

The School Accountability Report Card (SARC) is a state mandated document that must be completed every year. It is specifically designed so that the public can view school site information that includes: general school information, principal's message, student achievement, parental involvement, professional development, types of services funded, etc. This information is useful to both the incoming parents as well as realtors who present this information to prospective buyers interested in our school community.

Quick Summary:

It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District Cabrillo; Ingrid B. Lacy; Linda Mar Educational Center; Ocean Shore; Ortega; Sunset Ridge; and Vallemar.

ACTION

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

Minutes:

Maria Gavidia reported a Human Resources Update to the Board of Trustees. She was pleased to report that all Special Education vacant positions have been filled. She shared that this task took many staff hours reaching out to locate candidates to fill these positions. Ms. Gavidia shared that finding matches for the Pacifica School District took time but felt the importance of hiring staff that would be a good fit for the District.

Board comments: Could a contracted position transition in to a District employee? Ms. Gavidia responded that each contracted agency has its own language regarding this and may or may not be an option.

Dr. Olsen shared that District staff did some work with School Services of California to find out what the incentive might be. The response was having supports and Professional Development by the District, not necessarily making more money.

Quick Summary:

INFORMATION

11.e. Network Infrastructure Upgrade (LCAP Goals: #1, Operations)

Order #125 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Laverne Villalobos.

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

Minutes:

Will Lucey presented the Network Infrastructure Upgrade agenda item to the Board. Nelson Sendino, Network Administrator, was present to answer any questions presented by the Board.

Last April, Pacifica School District applied for \$635,709 worth of network infrastructure equipment upgrades through a competitive bid process facilitated by the District's E-Rate consultant, Infinity Communications. AMS.net, a technology solutions provider based out of Livermore was the winning bidder. E-Rate Category 2 eligible items are equipment needed to enable high-speed broadband connectivity and broadband internal connections. A 50% E-rate discount and the District's Free and Reduced percentage was applied to the cost of these items. Some equipment such as Ethernet switches, firewalls, and Wireless Access Points are covered under Category 2 discounts while file servers and storage equipment are not. USAC (Universal Service Administrative Company) will write a check to AMS.net in the amount of \$246,653.53, 50% of the eligible Category 2 items, and Pacifica School District will be responsible for \$389,055.52, the other 50% of the eligible Category 2 items and for ineligible items.

Board comments: What is the life span of this equipment? Mr. Sendino responded stating that the life span is 5 years. Mr. Sendino also shared that he worked with Digital Advisors and Cisco Meraki to identify outdated equipment and replace the equipment with the latest models.

Quick Summary:

It is recommended that the Board approve the procurement for \$389,055.52 to AMS.net for network infrastructure upgrade equipment.

DISCUSSION/ACTION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:35 P.M.

12.a. October 2019 Manual Maintenance 4000/5000 Series (First Reading)

Minutes:

Maria Gavidia presented October 2019 Manual Maintenance 4000/5000 Series for First Reading.

Ms. Gavidia mentioned that AR 4116 Probationary Permanent Status had an area that was stricken but should not have been stricken. Trustee Levin mentioned that BP 5131 Conduct mentioned that there was an area on page 2 that was stricken and asked if the District could be liable if that section is taken out. Ms. Gavidia will look in to that question.

Both AR 4116 and BP 5131 will return to a future Board meeting with updates for First Reading. The remaining Board policies will move to the Consent agenda for approval on February 12, 2020.

Quick Summary:

(Attachment A) October 2019 Manual Maintenance 4000 5000 Series (First Reading) Board Memo (Attachment B) BP 4116 Probationary Permanent Status - Use CSBA Sample With Revisions (Attachment C) AR 4116 Probationary Permanent Status - Use CSBA Sample As Is (Attachment D) BP 4119.22 4219.22 4319.22 Dress and Grooming - Use CSBA Sample As Is (Attachment E) BP 4216 Probationary Permanent Status - Use CSBA Sample As Is (Attachment F) BP 4218 Dismissal Suspension Disciplinary Action - Use CSBA Sample As Is (Attachment G) AR 4218 Dismissal Suspension Disciplinary Action - Use CSBA Sample As Is (Attachment H) BP 5131 Conduct - Use CSBA Sample As Is (Attachment I) BP 5132 Dress and Grooming - Use CSBA Sample As Is (Attachment J) AR 5141.26 Tuberculosis Testing - Use CSBA Sample As Is

INFORMATION/DISCUSSION

13. FUTURE AGENDA ITEMS - 8:40 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda and asked the Board of Trustees if they had any agenda items they would like to add. She also mentioned that the Comprehensive Safety Plans will be presented in Closed Session and a general presentation of the plans will be presented in Open Session, by March 1.

Trustee Villalobos asked that we bring back for discussion BP/AR 5145.11 Questioning and Apprehension By Law Enforcement.

14. ADJOURNMENT - 8:45 P.M.

Minutes:

President Levin adjourned the meeting at 9:10 P.M.

Quick Summary:

NEXT MEETING: February 12, 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