

**Pacifica School District
Regular Meeting**
November 28, 2018 6:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 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: 6:09 PM

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

Minutes:

President Elizabeth Bredall called the meeting to order at 6:00 PM.

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

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 6:01 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. 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 to the Open Session portion of the meeting at 7:05 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, 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 vote of 5-0, the Board voted to approve the Superintendent's Goals and Objectives.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of October 30, 2018

Order #82 - Motion Passed: . Passed with a motion by Ms. Kathy Shiokari 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

Quick Summary:

It is recommended that the Board approve the Minutes of the October 30, 2018 Regular Meeting
ACTION

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

Order #83 - Motion to Amend Passed: To amend the motion from: "It is recommended that the Board approve the agenda for the November 28, 2018 meeting and all consent agenda items." to: "It is recommended that the Board approve the agenda for the November 28, 2018 meeting and all consent agenda items removing items 8.f. (Attachment P) BP 4161.9_4261.9_4361.9 Catastrophic Leave Program and (Attachment Q) AR 4161.9_4261.9_4361.9 and 8.g. (Attachment B) AR 5116.1 Intradistrict Open Enrollment." 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

Minutes:

Trustee Bredall asked for a motion to approve the Agenda and Consent Agenda of the November 28, 2018 Regular Board Meeting.

Heather Olsen asked that 8.f. (Attachment P) BP 4161.9_4261.9_4361.9 Catastrophic Leave Program and (Attachment Q) AR 4161.9_4261.9_4361.9 Catastrophic Leave Program and 8.g. (Attachment B) AR 5116.1 Intradistrict Open Enrollment, be removed from the Consent agenda for further discussion/clarification.

Dr. Olsen and Ms. Maria Gavidia explained to the Trustees that on BP/AR 4161.9_4261.9_4361.9 Catastrophic Leave Program, there is a section where some text was stricken in error, specifically "vacation and/or" on both the BP and the AR. This will be corrected.

They further explained that on AR 5116.1 Intradistrict Open Enrollment, CSEA questioned the employee preference regarding employees who work .75 - 1.0 FTE. It is stated for those employees that are enrolling Kindergartners, however CSEA would like that same language for the 6th grade lottery enrollment as well.

Trustee Bredall called for a motion to approve the Board policies with those changes. Trustee Shiokari motioned to approve with a second by Trustee Levin. The Board Trustees passed the motion 5-0 in favor.

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 November 28, 2018 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the November 28, 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 10/12/18 through 10/31/18 totaling \$750,307.68.

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. May 2018 Manual Maintenance 3000 Series (Second Reading)

Quick Summary:

May 2018 Manual Maintenance 3000 Series SECOND READING(Attachment A) 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

CONSENT/ACTION

8.f. May 2018 Manual Maintenance 4000, 5000 Series (Second Reading)

Quick Summary:

May 2018 Manual Maintenance 4000, 5000 Series SECOND READING(Attachment A) May 2018 Manual Maintenance 4000, 5000 Series Memorandum(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) BP 5145.13 Response to Immigration Enforcement New Policy - Use CSBA Sample As Is(Attachment J) AR 5145.13 Response to Immigration Enforcement- New Policy - Use CSBA Sample As Is(Attachment K) BP 5145.3 Nondiscrimination Harassment - Use CSBA Sample As Is(Attachment L) AR 5145.3 Nondiscrimination Harassment - Use CSBA Sample with Revisions(Attachment M) BP 5145.9 Hate-Motivated Behavior - Use CSBA Sample As Is(Attachment N) BP 4158_4258_4358 Employee Security - Use CSBA Sample As Is(Attachment O) AR 4158_4258_4358 Employee Security - Use CSBA Sample As Is(Attachment P) BP 4161.9_4261.9_4361.9 Catastrophic Leave Program - Use CSBA Sample with Revisions(Attachment Q) AR 4161.9_4261.9_4361.9 Catastrophic Leave Program - Use CSBA Sample with Revisions

CONSENT/ACTION

8.g. AR/E 5116.1 - Intradistrict Open Enrollment (Second Reading)

Quick Summary:

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

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 was not in attendance.

9.b. CSEA (Classified School Employees Association)

Minutes:

Jerry Newland, CSEA Representative, stated there is nothing to report at this time.

9.c. People Wishing to Address the Board

Minutes:

There were no people wishing to address the Board.

9.d. Correspondence

Minutes:

Dr. Olsen shared that there was no correspondence.

9.e. Board/Superintendent Communications

Minutes:

The Trustees shared the events and activities they attended since the last Board meeting including: Steering committee meeting; San Mateo County Library Meeting; School Plan for Student Achievement Board Work Study; CSBA Annual Education Conference; PTO Meeting at Ocean Shore School; Ocean Shore Book Fair; SpeakEasy Event.

Dr. Olsen shared that she has been planning the Facilities Master Plan Parent Community Events at Sunset Ridge and Vallemar. The Sunset Ridge meeting will be held Monday, December 3, 2018 at 6:30 P.M. for the Sunset Ridge, Ocean Shore, and Ortega communities and the Vallemar Meeting to be held on Thursday, December 6, 2018 at 6:30 P.M. for the Vallemar, Cabrillo, Ingrid B. Lacy Middle School, and Linda Mar Educational Center communities. She also shared that the Pacifica Education Foundation (PEF) Winter Gala will be held Friday, November 30, 2018.

10. PRESENTATIONS - 7:20 P.M.

10.a. Authorization to Issue Request for Proposal for Completion of Planning, Design and Construction of PSD Workforce Housing Project (Goal: Operations/Governance)

Order #84 - 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

Minutes:

Josie Peterson introduced Shep Heery of Brookwood Advisors who presented the updated project specifications, timeline and costs, as well as the RFP (Request for Proposal).

Isom Advisors, Makiko Sato, also provided updated financing projections based on the current project costs.

The Power Point Presentation is attached to this Board agenda item.

Further discussion and questions were presented by the Board of Trustees to Brookwood and Isom Advisors. After discussion, the Board of Trustees determined to move forward with the RFP as presented. The Board also suggested a separate meeting for better understanding of the process moving forward.

Quick Summary:

It is recommended that the Board of Trustees authorize staff to issue the Request for Proposal for the Oddstad Workforce Housing Project.

ACTION

11. DISTRICT BUSINESS - 8:20 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.

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

Minutes:

Maria Gavidia congratulated certificated and classified staff who have moved to permanent status. Staff moving to permanent status are listed on the Board memo attached to this agenda item.

Quick Summary:
INFORMATION

11.b. Final Certificated Staff Assignment Non Administrative 2018-2019 (LCAP Goal: 1)

Minutes:

Maria Gavidia presented to the Board of Trustees the Final Certificated Staff Assignment: Non Administrative.

The attached document reflects the current staffing for 2018-19 by site. Ingrid B. Lacy Middle School information is intentionally left blank due to teachers teaching multiple subjects which would create a fractured FTE in comparison to the other school site information.

Quick Summary:
INFORMATION

11.c. School Plan for Student Achievement (SPSA) (LCAP Goals: 1, 2, 3)

Order #85 - Motion Passed: Passed with a motion by Ms. Andrea Gould 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:

Will Lucey presented to the Board of Trustees for approval, the School Plan for Student Achievement (SPSA) for each school site.

The purpose of the SPSA is to ensure a high level of student achievement, meet funding requirements, and establish a site plan that is aligned with District goals and priorities while ensuring continuous growth through the implementation of strategic actions, monitoring, and adjustments as stated in Education Code (EC) Section 64001.

The SPSA's for each school site are attached to this agenda item.

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.d. Board Governance Handbook (Goal: Governance)

Order #86 - 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:

Heather Olsen presented the Board Governance Handbook with revisions that were proposed by the Trustees from the October 30, 2018 Board meeting. Each revision was discussed and updated, as needed. Tonight the Board will move to approve these updates as discussed.

Quick Summary:

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

ACTION

11.e. Certification of First Interim Report for 2018-2019 (Goal: Operations, Governance)

Order #87 - 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

Minutes:

Josie Peterson presented to the Board the Certification of First Interim Report for 2018-2019. This agenda item pertains to the Positive Certification of the First Interim Report for 2018-2019 indicating that the

District will be able to meet its financial obligations for the remainder of the Fiscal Year.

Quick Summary:

It is recommended that the Board of Trustees approve the Positive Certification of the 2018-2019 First Interim Financial Report for the period July 1, 2018 through October 31, 2018 (Form CI) and authorize its filing with the County Superintendent of Schools.

ACTION

11.f. CSBA Delegate Assembly Nominations (Goal: Governance)

Minutes:

Heather Olsen shared that CSBA is seeking nominations for CSBA Delegate Assembly. She asked if anyone would like to nominate, or if any one of our Board members have interest.

There were no nominations from the Trustees. The Board thanked those who serve on this Board.

Quick Summary:

INFORMATION/DISCUSSION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:50 P.M.

12.a. E 5125.1 Release of Directory Information and BP 5131.2 Bullying (First Reading)

Minutes:

Maria Gavidia brought back E 5125.1 Release of Directory Information and BP 5131.2 Bullying for First Reading from the October 30, 2018 Board meeting. The changes are outlined in the Board memo attached to this agenda item.

These Board policies will be brought back to the Board for Second Reading as a Consent item at the December 12, 2018 Board meeting for Board approval.

Quick Summary:

May 2018 Manual Maintenance: E 5125.1 & BP 5131.2 FIRST READING(Attachment A) E 5125.1 and BP 5131.2 Board Memo(Attachment B) E 5125.1 Release of Directory Information - Use CSBA Sample with Revisions(Attachment C) BP 5125 Student Records - Use CSBA Sample with Revisions(Attachment D) BP 5131.2 Bullying - Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

12.b. BP/AR 6174 Education for English Learners (First Reading)

Minutes:

BP/AR 6174 was brought back for First Reading. At the October 30, 2018 Board meeting, the AR was pulled from the consent agenda and discussed due to the need for further clarification from discussion at the October 10th Board meeting. The summary of that clarification is stated in the Board memo attached to this agenda item.

These Board policies will be brought back to the Board for Second Reading as a Consent item at the December 12, 2018 Board meeting for Board approval.

Quick Summary:

BP/AR 6174 Education for English Learners FIRST READING(Attachment A) BP/AR 6174 Education for English Learners Board Memo (Attachment B) BP 6174 Education For English Learners-Use CSBA Sample As Is(Attachment C) AR 6174 Education For English Learners-Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

12.c. July 2018 Manual Maintenance 4000 Series (First Reading)

Minutes:

Maria Gavidia presented the July 2018 Manual Maintenance 4000 Series for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the December 12, 2018 Board meeting.

Quick Summary:

July 2018 Manual Maintenance 4000 Series FIRST READING(Attachment A) July 2018 Manual Maintenance 4000 Series Board Memo(Attachment B) BP 4140_4240_4340 Bargaining Units-Use CSBA Sample with Revisions(Attachment C) AR 4157.2_4257.2_4357.2 Ergonomics- Use CSBA Sample As Is

INFORMATION/DISCUSSION

12.d. July 2018 Manual Maintenance 5000 Series (First Reading)

Minutes:

Maria Gavidia presented the July 2018 Manual Maintenance 5000 Series for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the December 12, 2018 Board meeting.

Quick Summary:

July 2018 Manual Maintenance 5000 Series FIRST READING(Attachment A) July 2018 Manual Maintenance 5000 Series Board Memo(Attachment B) AR 5141. 32 Health Screening for School Entry-Use CSBA Sample As Is

INFORMATION/DISCUSSION

12.e. October 2018 Manual Maintenance 0000, 1000, 9000 Series (First Reading)

Minutes:

Heather Olsen presented the October 2018 Manual Maintenance 0000, 1000, 9000 Series for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the December 12, 2018 Board meeting.

Quick Summary:

October 2018 Manual Maintenance 0000, 1000, 9000 Series FIRST READING(Attachment A)

October 2018 Manual Maintenance 0000 1000 9000 Series Board Memo(Attachment B) BP

0420.42 Charter School Renewal - Use CSBA Sample As Is(Attachment C) BP 1100

Communication with the Public - Use CSBA Sample As Is(Attachment D) Terms of Office - Use CSBA as Revised

INFORMATION/DISCUSSION

12.g. October 2018 Manual Maintenance 3000 series (First Reading)

Minutes:

Josie Peterson presented the October 2018 Manual Maintenance 3000 Series for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the December 12, 2018 Board meeting.

Quick Summary:

October 2018 Manual Maintenance 3000 Series FIRST READING(Attachment A) October

2018 Manual Maintenance 3000 Series(Attachment B) BP 3290 Gifts and Bequests - Use

CSBA Sample As Is(Attachment C) AR 3320 Claims and Actions Against the District - Use CSBA

Sample As Is(Attachment D) AR 3460 Financial Reports and Accounting - Use CSBA Sample As Is

INFORMATION/DISCUSSION

12.h. October 2018 Manual Maintenance 6000 Series (First Reading)

Minutes:

Will Lucey presented the October 2018 Manual Maintenance 6000 Series for First Reading. No changes were made. These policies will be presented to the Board for Second Reading at the December 12, 2018 Board meeting.

Quick Summary:

October 2018 Manual Maintenance 6000 Series FIRST READING(Attachment A) October

2018 Manual Maintenance 6000 Series Board Memo(Attachment B) BP 6142.3 Civic

Education - Use CSBA Sample With Revisions(Attachment C) BP 6145.2 Athletic Competition

- Use CSBA Sample With Revisions(Attachment D) AR 6145.2 Athletic Competition - Use

CSBA Sample With Revisions(Attachment E) BP 6170.1 Transitional Kindergarten - Use CSBA

Sample With Revisions(Attachment F) BP 6190 Evaluation Of The Instructional Program - Use

CSBA Sample With Revisions

INFORMATION/DISCUSSION

13. FUTURE AGENDA ITEMS - 9:25 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda.

14. ADJOURNMENT - 9:30 P.M.

Minutes:

Trustee Bredall adjourned the meeting at 9:19 P.M.

Quick Summary:

NEXT MEETING: December 12, 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