

**Pacifica School District  
Regular Meeting**  
October 10, 2018 6:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:03 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 6:03 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 6:04 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 Discipline/Dismissal/Release/Complaint**

##### **4.c. 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 7:01 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:

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.

No action was taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

## **7. APPROVAL OF THE MINUTES of September 20, 2018**

**Order #77 - Motion Passed:** . 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

Quick Summary:

It is recommended that the Board approve the Minutes of the September 20, 2018 Regular Meeting

ACTION

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

**Order #78 - Motion Passed:** It is recommended that the Board approve the agenda for the October 10, 2018 meeting and all consent agenda items.

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:

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 October 10, 2018 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the October 10, 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 09/05/2018 through 09/21/2018 totaling \$579,105.02.

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. 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 0000 Series (Second Reading)**

Quick Summary:

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

CONSENT/ACTION

#### **8.f. May 2018 Manual Maintenance 6000 Series (Second Reading)**

Quick Summary:

May 2018 Manual Maintenance SECOND READING(Attachment A) Board Memo May 2018  
Manual Maintenance 6000 Series (Attachment B) BP 6161.3 Toxic Art Supplies -  
Recommend Delete

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: Joint Articulation Meeting; Linda Mar Educational Center Back to School Morning; Pacifica Collaborative Meeting; Fall Fair at Vallemar; FogFest; Housing Subcommittee Meeting; Facilities Meeting; Presentation to EdSource; panel member for California Advancement Project; Webinar for LCFF Collaborative.

The Trustee's shared information on Elections by District from the City of Pacifica; the cost of a new water tank for the City of Pacifica; a kiosk plan being considered for the Sanchez Library; 200 year anniversary coming next year of the Ohlone Trail; Jefferson Union High School District (JUHSD) Bond passed and they will begin breaking ground on Workforce Housing in the summer and also that there are college classes being offered in JUHSD which gives high school students college credits.

Dr. Olsen shared that she attended the FogFest as well as Professional Development Day at IBL. She shared that JUHSD spent the day today testing juniors and seniors using the SAT (Scholastic Aptitude Test) and the 9th graders took the PSAT 9 (Preliminary Scholastic Aptitude Test) and 8th graders took the PSAT. Dr. Olsen also met with Lynn Adams from the Pacifica Beach Coalition.

## 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. Resolution No. 2018-10-10-A: Week of the School Administrator (LCAP Goal: #1)

**Order #79 - 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:

Dr. Heather Olsen presented Resolution No. 2018-10-10-A: Week of the School Administrator for Board Approval. Dr. Olsen shared that the Board approved resolution will be presented to administrators of the Pacifica School District at the upcoming Board Work Study on October 17, 2018.

### Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2018-10-10-A to honor District school administrators as celebrated during the Week of the School Administrator, October 8-14, 2018.

### ACTION

### 10.b. (7:35 P.M.) Public Hearing: Resolution No. 2018-10-10-B-A Statement of Assurance for Pupil Textbook and Instructional Materials (LCAP Goal: #1, Governance)

**Order #80 - 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:

At 7:35 P.M., Mr. Will Lucey presented Resolution No. 2018-10-10-A: Statement of Assurance for Pupil Textbook and Instructional Materials. This is a Public Hearing agenda item. Notice was posted to the community on September 28, 2018.

Education Code 60119 requires that the governing board of the school district shall take the following action: The governing board shall hold a public hearing or hearings and shall make a determination, through a resolution, as to whether each pupil in each school in the District has, or will have prior to the end of that fiscal year, sufficient textbooks or instructional materials or both.

The District is committed to ensuring that all students have adequate textbooks. District textbooks are up to date with the state approved cycle and are in adequate supply.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2018-10-10-B- Statement of Assurance for Pupil Textbook and Instructional Materials assuring compliance with Education Code Section 60119 for the adequacy of pupil textbooks and instructional materials for fiscal year 2018-19.

ACTION

**10.c. Resolution No. 2018-10-10-C: Indigenous People's Day (LCAP Goal: #3)**

**Order #81 - 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:

Dr. Heather Olsen presented to the Trustees Resolution No. 2018-10-10-C: Indigenous People's Day.

Trustee Villalobos read the resolution in its entirety to the Trustees and the community.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2018-10-10-C to honor Indigenous People's Day.

ACTION

#### **10.d. Constitution Day (LCAP Goal: #2, Governance)**

Minutes:

Mr. Will Lucey share that Constitution Day is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17th, the day the U.S. Constitutional Convention signed the Constitution in 1787.

Mr. Lucey shared the activities that the school sites participated in during Constitution Day.

Quick Summary:  
INFORMATION

#### **10.e. Public Report on Developer Fees (LCAP: Operations)**

Minutes:

Ms. Josie Peterson shared the Public Report on Developer Fees.

School districts which collect developer fees must comply with certain reporting requirements under legislation mandated by AB 1600 in 1989. Government Code Section 66001(d) requires districts to identify any portion of developer fees that have remained unexpended or uncommitted for a period of five years and report to the Governing Board the manner in which developer fees have been utilized. Government Code Section 66006(b) requires districts to provide financial information including beginning balances and ending balances for each fiscal year.

The financial information is attached to this agenda item.

Quick Summary:  
INFORMATION

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

#### **11.a. July 2018 Manual Maintenance 1000, 2000, 9000 Series (First Reading)**

Minutes:

Dr. Olsen presented to the Trustees, July 2018 Manual Maintenance 1000, 2000, and 9000 Series for First Reading. No changes were presented.

They will be presented to the Trustees for Second Reading and approval by the Board at a future Regular Board meeting.

Quick Summary:

July 2018 Manual Maintenance 1000, 2000, 9000 Series FIRST 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)

#### INFORMATION/DISCUSSION

##### **11.b. July 2018 Manual Maintenance 3000 Series (First Reading)**

###### Minutes:

Josie Peterson presented to the Trustees, July 2018 Manual Maintenance 3000 Series for First Reading. No changes were presented.

They will be presented to the Trustees for Second Reading and approval by the Board at a future Regular Board meeting.

###### Quick Summary:

July 2018 Manual Maintenance 3000 Series FIRST 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

#### INFORMATION/DISCUSSION

##### **11.c. July 2018 Manual Maintenance 6000 Series (First Reading)**

###### Quick Summary:

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

#### INFORMATION/DISCUSSION

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

###### Minutes:

Dr. Olsen reviewed the Future Agenda item topics. She added that there will be a Workforce Housing Presentation at the November 28th Regular Board Meeting.

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

###### Minutes:

Trustee Bredall adjourned the meeting at 8:45 P.M.

Quick Summary:

NEXT MEETING: Tuesday, October 30, 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