

Pacifica School District
Amended - Venue Change/Regular Meeting
February 12, 2020 6:00 PM
Valleymar School Multi-Purpose Room

377 Reina Del Mar Ave

Pacifica

Attendance Taken at 6:00 PM:

Present:

Ms. Lynda Brocchini
Ms. Kai Doggett
Mr. Jesse Levin
Ms. Laverne Villalobos

Absent:

Ms. Elizabeth Bredall

Updated Attendance:

Ms. Kai Doggett was updated to absent at: 8:07 PM

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

Minutes:

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

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:

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

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

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

Seeing none, President Levin adjourned to Closed Session at 6:01 P.M.

4. CLOSED SESSION

4.a. Comprehensive School Safety Plans and Security of School Facilities (Education Code section 32281(f) and Government Code section 54957(a))

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:

President Levin called the Open Session portion of the meeting to order at 7:02 P.M.

Trustee Doggett 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:

President Levin reported out on Closed Session.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of January 22, 2020

Order #129 - Motion Passed: . Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Kai Doggett.

Absent Ms. Elizabeth Bredall

Yes Ms. Lynda Brocchini

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 January 22, 2020 Regular Meeting

ACTION

8. APPROVAL OF THE MINUTES of January 29, 2020

Order #130 - Motion Passed: Passed with a motion by Ms. Kai Doggett and a second by Ms. Laverne Villalobos.

Absent Ms. Elizabeth Bredall

Yes Ms. Lynda Brocchini

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 January 29, 2020 Regular Meeting

ACTION

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

Order #131 - Motion to Amend Passed: To amend the motion from: "It is recommended that the Board approve the agenda for the February 12, 2020 meeting and all consent agenda items." to: "It is recommended that the Board approve the agenda for the February 12, 2020 meeting and all consent agenda items, with the changes presented to the Board." Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Kai Doggett.

Absent Ms. Elizabeth Bredall

Yes Ms. Lynda Brocchini

Yes Ms. Kai Doggett

Yes Mr. Jesse Levin

Yes Ms. Laverne Villalobos

Minutes:

Heather Olsen asked the Board of Trustees for approval to add an item to the Agenda and Consent Agenda. There was an Overnight Field Trip that was time sensitive and was not presented to staff in time to be included in the February 12th agenda. The Overnight Field Trip needed approval by the Board prior to the next Regular Board Meeting due to the timing of the trip.

Trustee Villalobos asked for item 13.a BP/AR 5145.11 Questioning and Apprehension By Law be removed from the agenda and tabled until the next Regular Board Meeting.

Maria Gavidia shared that on item 9.d. Personnel Changes, the information on the Board memo was incorrect with regard to the Paraprofessional transferring. The information should have been stated "from Ocean Shore to LMEC", not Ortega.

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 February 12, 2020 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the February 12, 2020 Regular 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

01/08/2020 through 01/28/2020 totaling \$819,587.57.

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 of Trustees approve the following Personnel items as presented.

CONSENT/ACTION

9.e. Approval of Memorandum of Understanding (MOU) Between Pacifica School District and Pacifica School Volunteers

Quick Summary:

It is recommended that the Governing Board approve the Memorandum of Understanding between Pacifica School District and the Pacifica School Volunteers (PSV) to exchange services for the use of district facilities.

CONSENT/ACTION

9.f. Approval of Memorandum of Understanding (MOU) Between Pacifica School District and San Francisco State University (SFSU)

Quick Summary:

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

CONSENT/ACTION

9.g. October 2019 Manual Maintenance 4000/5000 Series (Second Reading)

Quick Summary:

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

CONSENT/ACTION

10. 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.

10.a. LSEA (Laguna Salada Education Association)

Minutes:

Jonathan Harris, LSEA Co-Chair for the bargaining team, addressed the Board. Mr. Harris spoke on teacher overtime, administrator salaries, teachers on special assignment, special education teacher vacancies, and teacher compensation and benefits. He asked the Board to make changes that support the students.

10.b. CSEA (Classified School Employees Association)

Minutes:

Jerry Newland, CSEA Representative, addressed the Board of Trustees. She thanked LSEA for their collaboration with CSEA. Ms. Newland shared that the Future Agenda is scary. She mentioned that one of the District's proposals to cut \$850,000 is cutting Classified employees. She shared the staff is working hard to meet the needs of the students, the students are the ones who suffer when cuts are made. She asked the Board to look elsewhere rather than take away Classified employees.

10.c. People Wishing to Address the Board

Minutes:

Rachel Merlo, teacher at Ingrid B. Lacy addressed the Board with regard to retaining teachers. She asked the Board how they will find effective ways to financially support the teachers and retain them.

Charlotte Allen, parent at Vallemar School addressed the Board. She shared her historical past of fond memories of her teachers. Ms. Allen also shared salaries of employees and asked the Board if they have considered cutting back on administrator salaries or positions.

Avery Allen, student at Vallemar School addressed the Board. She shared that she appreciates her teachers. Her teachers have taught her problem solving and she encouraged the Board to do the same. She asked the Board if they've considered cutting part-time vice principals and getting down to the bare bones with school site administration. She shared that research shows that teachers are the most important factor in contributing to student achievement. She asked the Board to look at more options to keep teachers in Pacifica.

Dave McCarroll, parent at Ortega and Ocean Shore, addressed the Board. He shared how teachers make a difference in student's lives. He asked the Board to give the teachers a contract that includes adequate compensation.

Elizabeth Russell, parent at Cabrillo addressed the Board to state that the District is out of compliance regarding special education compensatory minutes.

Gwendolyn Holden, teacher, addressed the Board regarding how not having RSP teachers are affecting general education teachers. She doesn't feel there is a vision for next year. She shared that a posting on EdJoin had salary misinformation and brought it to the Board's attention.

Jennifer Mitchell, teacher at Ocean Shore School addressed the Board. She shared the differences between the teacher salaries and administrator salaries. She shared that the teachers on special assignment should've been placed in the classrooms. She shared that over the years teacher's workloads have increased without compensation.

Michelle Gray, Vallemar parent and PTO Representative, addressed the Board. She shared that she is happy to contribute her time. Ms. Gray shared that the Board has a responsibility to figure out the teacher compensation.

10.d. Correspondence

Minutes:

Dr. Olsen reported that there was no correspondence at this time.

10.e. Board/Superintendent Communications

Minutes:

The Board of Trustees shared events and activities they attended since the last Board meeting including: Sunset Ridge PTO meeting, PTO President's meeting; January Jazz event; 8th grade spaghetti feed at Vallemar; Ortega, Cabrillo and Vallemar kindergarten tours; 3-D printing club at Vallemar; All City Concert; Family Success Night at IBL; SMCSBA Equity Network workshop; Workforce Housing groundbreaking at the Jefferson Union High School District.

Heather Olsen had LCAP stakeholder input meetings with staff at Cabrillo and Sunset Ridge; attended Jefferson Union High School District Workforce Housing groundbreaking event.

Trustee Villalobos reported that she received communication from a parent regarding the unfilled positions in special education.

11. PRESENTATIONS - 7:20 P.M.

11.a. Understanding Our District Budget - Dr. Heather Olsen

Minutes:

Dr. Heather Olsen presented to the Board of Trustees and Community a presentation on Understanding Our District Budget.

Dr. Olsen's presentation focused on an introduction to District finances; increase community awareness and understanding of how California public school funding works; and to increase staff and community understanding in order to maximize resources.

The presentation is attached to this agenda item.

Trustee Doggett left the meeting at 8:07 P.M.

Quick Summary:
INFORMATION

12. DISTRICT BUSINESS - 7:50 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.

12.a. Parcel Tax Oversight Committee Annual Report (Operations, Governance)

Minutes:

Josie Peterson introduced Nancy Rickson, Community Representative for the Parcel Tax Oversight Committee. Ms. Rickson has been on the committee since 2014.

Ms. Rickson reported that the purpose of the Parcel Tax Oversight Committee is to be sure that the Parcel Tax funds are being spent as it was written.

The breakdown of the Revenues and Expenditures for 2018-2019 and the 2019-2020 Projections are attached to this agenda item outlining where the funds were spent and projected to be spent.

Ms. Rickson reported that the committee does not decide where the funding is spent, the District determines where the money will be spent and the committee reviews annually.

Ms. Peterson reported that the funds remain steady each year and don't fluctuate much.

Quick Summary: INFORMATION

12.b. Bond Oversight Committee Annual Report (LCAP: Operations, Governance)

Minutes:

Josie Peterson reported that this is a new committee and are currently seeking committee members.

Ms. Peterson introduced Mr. Dennis Shillingburg, Business Member, who will report out.

Dennis Shillingburg, member of the Bond Oversight Committee reported that the role of the committee is to make sure the investment which was made from the bond initiative stays within the confines of the bond. He reported that the funding has been allocated to the Facilities Master Plan, technology, and consulting.

Quick Summary: INFORMATION

12.c. Human Resources Update (LCAP Goal: #1)

Minutes:

Maria Gavidia shared an update on the special education vacant positions. She reported that all vacancies had been filled, however, one vacancy now remains vacant due to a last minute cancellation of a contracted employee.

Ms. Gavidia and staff continue to seek to fulfill all open positions. The District has signed up for five job fairs in March, including two virtual job fairs, which may attract a more broader area of seekers.

Board comments: Where are we with 1:1 Paraprofessionals for Ortega, IBL, and Sunset Ridge? Ms. Gavidia will look in to where we are and also speak with the Principals to see if there is over staffing in that area. Why are contracted staff backing out at the last minute? Ms. Gavidia stated that unlike regular employee on boarding, contracted staff don't have an obligation to the District and may take an offer somewhere else at the last minute. Have we reached out to retirees of the District? Ms. Gavidia reported that the District has reached out to retirees.

Quick Summary:
INFORMATION

12.d. 2020-2021 School Year Calendar (LCAP: Operations)

Order #132 - Motion Passed: Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

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

Minutes:

Dr. Olsen mentioned that there is a speaker that would like to address the Board on this agenda item.

Janell Jones, parent at Ingrid B. Lacy Middle School. She shared that parents need more advanced notice of the following year school calendar due to summer camps and vacation plans that need booking in advance. She asked the Board to consider approving a calendar prior to the Winter break, or consider a 2-3 year calendar. She feels that the District is losing money because of the delayed approval of the calendar. Parents are booking vacations or camps at the beginning of the school year that they've booked in advance, which means their children are missing the first days of school in the upcoming school year.

The calendar is negotiated through the District and its labor partners and presented to the Board for approval annually.

Trustee Villalobos reported that she works for a neighboring district and in that district there is a committee of parents, teachers, and administrators that get together to determine the calendar and may be something the District might want to look in to doing in the future.

President Levin is open to the idea of looking in to a calendar committee and how we can align the calendar with the high school district.

Ms. Gavidia presented the 2020-2021 calendar to the Board of Trustees for approval. She thanked all of the parties involved in creating the calendar.

Quick Summary:

It is recommended that the Board approve the proposed school year calendar for the 2020-2021 school year. ACTION

12.e. Board of Trustees Committee/Liaison and School Assignments, 2020

Minutes:

This item was tabled until the next Regular Board Meeting to include Trustee Doggett and Trustee Bredall in the discussion and action of this item.

No Action Was Taken

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees appoint committee/liaison and school assignments for the 2020 calendar year.

DISCUSSION/ACTION

13. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:25 P.M.

13.a. BP/AR 5145.11 Questioning and Apprehension By Law Enforcement

Minutes:

This agenda item was tabled during the approval of the agenda and consent agenda. This item will be brought back for discussion at the next Regular Board Meeting.

Quick Summary:

INFORMATION/DISCUSSION

13.b. October 2019 Manual Maintenance (AR 4116 Probationary Permanent Status)(First Reading)

Minutes:

Maria Gavidia reviewed AR 4116 with the Board of Trustees. No changes were made. This AR will be brought back for approval on the Consent Agenda at the March 11, 2020 Regular Board Meeting.

Quick Summary:

(Attachment A) October Manual Maintenance 4000 Series (First Reading) Board Memo
(Attachment B) AR 4116 Probationary Permanent Status - Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

13.c. December 2019 Manual Maintenance 2000 Series (First Reading)

Minutes:

Heather Olsen reviewed December 2019 Manual Maintenance 2000 Series with the Board of Trustees. No changes were made. This agenda item will be brought back for approval on the Consent Agenda at the March 11, 2020 Regular Board Meeting.

Quick Summary:

December 2019 Manual Maintenance 2000 Series (First Reading) (Attachment A) December 2019 Manual Maintenance 2000 Series (First Reading) Board Memo(Attachment B) BP 2121 Superintendent's Contract - Use CSBA Sample As Is

INFORMATION/DISCUSSION

13.d. December 2019 Manual Maintenance 3000 Series (First Reading)

Minutes:

Josie Peterson reviewed December 2019 Manual Maintenance 3000 Series with the Board of Trustees. No changes were made. This agenda item will be brought back for approval on the Consent Agenda at the March 11, 2020 Regular Board Meeting.

Quick Summary:

December 2019 Manual Maintenance 3000 Series (First Reading)(Attachment A) December 2019 Manual Maintenance 3000 Series (First Reading) Board Memo(Attachment B) BP 3600 Consultants - Use CSBA Sample As Is

INFORMATION/DISCUSSION

13.e. December 2019 Manual Maintenance 6000 Series (First Reading)

Minutes:

Will Lucey reviewed December 2019 Manual Maintenance 6000 Series with the Board of Trustees. No changes were made. This agenda item will be brought back for approval on the Consent Agenda at the March 11, 2020 Regular Board Meeting.

Quick Summary:

December 2019 Manual Maintenance 6000 Series (First Reading)(Attachment A) December 2019 Manual Maintenance 6000 Series Board Memo(Attachment B) AR 6174 Education for English Learners-Use CSBA Sample As Is(Attachment C) BP 6143 Courses of Study-Use CSBA Sample with Revisions(Attachment D) AR 6143 Courses of Study-Use CSBA Sample with Revisions

INFORMATION/DISCUSSION

14. FUTURE AGENDA ITEMS - 8:50 P.M.

Minutes:

Heather Olsen reviewed the Future Agenda with the Board of Trustees. She mentioned that the Board will be meeting in Closed Session on February 25th to review the Comprehensive Safety Plans.

Dr. Olsen also reported that BP 5145.11 Questioning and Apprehension By Law Enforcement will be brought back to the March 11 Regular Board Meeting.

15. ADJOURNMENT - 9:00 P.M.

Minutes:

President Levin adjourned the meeting at 8:48 PM.

Quick Summary:

NEXT MEETING: March 11, 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