

**Pacifica School District**

**Regular Meeting**

April 01, 2020 6:00 PM

6:00 PM Regular Board Meeting-Open Meeting to Closed Session: Please click the link below to join the webinar: <https://zoom.us/j/455511456> Or iPhone one-tap : US: +16699006833,,455511456# or +13462487799,,455511456#

7:00 PM Regular Meeting: Please click the link below to join the webinar:

<https://zoom.us/j/808997802> Or iPhone one-tap : US: +16699006833,,808997802# or +13462487799,,808997802#

**Attendance Taken at 6:05 PM:**

Present:

Ms. Elizabeth Bredall

Ms. Lynda Brocchini

Ms. Kai Doggett

Mr. Jesse Levin

Ms. Laverne Villalobos

**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 6:05 P.M.

Quick Summary:

The District digitally records the audio portion of the meetings. 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. Speakers wishing to address the Board, please submit your first name, last name through the Q & A area of the webinar. You will be called by the Board President one at a time to address the Board, your microphone will be unmuted and you may speak up to 3 minutes, after you have spoken, your microphone will be muted.

**2. ANNOUNCEMENT OF CLOSED SESSION**

Minutes:

Trustee Levin announced Closed Session referring to the item listed on the agenda.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Comments:

If any members of the public wish to address the Board related to Closed Session items listed on the agenda, please post it in the chat on the Zoom meeting prior to the meeting or immediately upon the meeting opening. You will be called upon to address the Board.

Minutes:

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

Seeing no public members wishing to address the Board in the Q & A in the Zoom webinar, Trustee Levin adjourned to Closed Session at 6:07 P.M.

#### **4. CLOSED SESSION**

##### **4.a. 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 Levin called the Open Session portion of the meeting at 7:05 P.M.

Trustee Bredall 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. 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. Speakers wishing to address the Board, please submit your first name, last name and agenda item number through the Q & A area of the webinar prior to the Communications portion of the meeting. You will be called by the Board President one at a time to address the Board, your microphone will be unmuted and you may speak up to 3 minutes, after you have spoken, your microphone will be muted.

#### **6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

Trustee Levin reported out on Closed Session.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

#### **7. APPROVAL OF THE MINUTES of March 11, 2020**

**Order #133 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kai Doggett.

Yes 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 March 11, 2020 Regular Meeting

ACTION

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

**Order #134 - Motion Passed:** It is recommended that the Board approve the agenda for the April 1, 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. Lynda Brocchini  
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 April 1, 2020 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the April 1, 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 02/25/2020 through 03/13/2020 totaling \$755,360.40.

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. Internship and Student Teacher Agreement Between Pacifica School District and Notre Dame de Namur University**

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the District and Notre Dame de Namur University to place their students enrolled in teaching in the teacher training curricula.

CONSENT/ACTION

### **9. COMMUNICATIONS - 7:10 P.M.**

Quick Summary:

Speakers wishing to address the Board on items on the agenda or not on the agenda: please post your question or comment in the chat on the Zoom meeting prior to the meeting or immediately upon the meeting opening. You will be called upon to address the Board. 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:

Meghann Elsbernd, LSEA Representative, shared that teachers are working around the clock. She shared that she appreciates the communication from District administrators with getting distance learning going and for trusting LSEA's professional knowledge. Ms. Elsbernd stated that staff is working tirelessly to make sure the student's needs are being met.

#### **9.b. CSEA (Classified School Employees Association)**

Minutes:

Jerry Newland, CSEA Representative, shared she is impressed and pleased that everyone has joined together as one team during this turmoil for the benefit of all of the students. She shared that she doesn't know what's coming next but wishes and hopes that this climate of unison and working toward a common goal continues once the virus is over.

#### **9.c. People Wishing to Address the Board**

Comments:

If any members of the public wish to address the Board related to items either listed or not listed on the agenda, please post it in the chat on the Zoom meeting prior to the meeting or immediately upon the meeting opening. You will be called upon to address the Board.

Minutes:

There were no people wishing to address the Board in the Q & A area of the Zoom meeting.

#### **9.d. Correspondence**

Minutes:

Heather Olsen shared that there have been communications from the San Mateo County Health Officer regarding school dismissal, which have been shared with the public.

#### **9.e. Board/Superintendent Communications**

Minutes:

The Board of Trustees share events and activities they've attended since the last Board meeting including: cataloging Chromebooks at Cabrillo; getting up to date information on Coronavirus and shared that there is a paycheck protection program through SAMCEDA (San Mateo County Economic Development Association); conference calls with County Superintendent, Nancy Magee; went by Cabrillo and Sunset Ridge to see the lunch deliveries; virtual band meeting.

Trustee Villalobos shared that she received a correspondence from Janelle Jones regarding the paraprofessional and one-on-one positions during distance learning. Ms. Jones' concern relates to student's not receiving the additional help that they need, and why the District is not continuing to have paraprofessionals continue this support for the students and teachers.

Trustee Villalobos shared that she also received correspondence from Jerry Newland regarding concerns she has with the bus driver and custodian positions that are listed as an agenda item on this meeting.

Lynda Brocchini thanked everyone in Pacifica for everything everyone is doing during this time.

Elizabeth Bredall thanked everyone helping to get the lunches out to students.

Trustee Levin shared a reminder about the Census. It determines the amount of Federal funding that districts receive. He also thanked everyone for pulling together in the community.

Trustee Doggett thanked the community and the teachers for working hard and together to get through this crisis.

#### **10. 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](http://www.pacificasd.org), under District Information, Board of Trustees.

## 10.a. Update on COVID-19 School Dismissal

Minutes:

Heather Olsen shared an update with the Board regarding the COVID-19 school dismissal. She shared that the reason we are doing this is not only for student safety but for community safety. She reported that there has been an exceptional efforts on the part of all employees.

Dr. Olsen reported the following:

When there was an identified contact at a school site, seven custodians agreed to work overtime to disinfect the school; Staff stepped up and distributed approximately 700 Chromebooks; Staff distributed breakfast and lunches and will be providing 5 meals over 2 days, serving 100 families per day; distributing common school materials. She is grateful to everyone for their work to get distance learning up and running.

She reported that Superintendent of Public Instruction, Tony Thurmond, has stated that he doesn't believe that schools will return this school year, however, we get our guidance from the Public Health Officer, Dr. Scott Morrow, and our Superintendent of Schools, Nancy Magee. They work closely with the other Bay Area counties. Currently, the District has direction to be closed through May 3rd. She shared that for the most part people are thankful and grateful but also she's heard that this is hard and stressful.

Dr. Olsen reported that this first phase was getting families and staff up and running with technology and the next phase will be the how to with instruction. She shared that it is also very important to keep focus on the mental well-being of families and keeping healthy.

Will Lucey addressed the Board on this item to report on curriculum and instruction. He reported that the collaboration with teachers and staff have been amazing. Some of the ideas on structuring the instruction have come from teachers and the team of specialists. Support at grade levels have been created, meeting with groups of teachers every day. He stated that he has had numerous emails sharing programs and apps. He said that the content specialists have been sifting through these emails and working to find what brings us back to regular school. The District is working on making sure that families are connected to devices and reaching out to families to help with that process. He shared that the District is moving away from paper packets, and looking at consistency of approach across the district. Lastly, he mentioned and commended the Library Media Technicians for being helpful in the distribution of Chromebooks and entering them in to the Follett system, helping with putting together reading resources and putting them in a central location.

Josie Peterson addressed the Board on this item sharing that the lunch program has increased during this time and thanked the child nutrition staff and Lori Miller, Child Nutrition Supervisor. She reported that the transportation department has been delivering food to the homeless shelters and have been willing to step up and help when there was no transportation needed, they helped with the disinfecting of the schools. The custodial staff has been coming and going throughout the days to disinfect the schools, shut down play structures and basketball hoops in the effort to maintain social distancing. Lastly, the business office has had a seamless transition and everyone got paid, accounts payable is making sure vendors are paid and assisting with purchasing. The District is in full operation in the business office. She thanked everyone for the smooth transition and thanked Jorge Machado for keeping the maintenance and operations department going.

Maria Gavidia addressed the Board on this item. She shared how proud she is of the staff in special education, teachers and paraeducators, in going from a classroom to a virtual environment. She said that she hasn't heard complaints and she shared how they support each other, and joy in being able to connect with the children. Alexis O'Flaherty, Interim Human Resources Coordinator, has connected the paraeducators with online professional development, and connecting them with ways to help support the teachers.

Quick Summary:

Dr. Olsen will provide an update on the COVID-19 School Dismissal.

#### INFORMATION

##### **10.b. Memorandum of Understanding Between Pacifica School District and LSEA Regarding Coronavirus (LCAP Goal: Operations)**

**Order #135 - Motion Passed:** Passed with a motion by Ms. Kai Doggett and a second by Ms. Elizabeth Bredall.

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

Minutes:

Maria Gavidia presented to the Board of Trustees the Memorandum of Understanding between the District and LSEA regarding Coronavirus.

On Tuesday, March 17, 2020, Governor Gavin Newsom ordered that residents of 7 Bay Area counties "shelter in place", originally until April 7, 2020, in an effort to contain the spread of the Coronavirus. The dismissal of students from school and transition to a distance learning environment triggered changes in working conditions for certificated staff. PSD and LSEA met and developed a Memorandum of Understanding, which addresses specific conditions and how they will be handled during this period of time. The memo will remain in effect through June 30, 2020, unless modified or extended by mutual written agreement.

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the District and LSEA regarding working conditions during the Coronavirus student dismissal period.

#### ACTION

##### **10.c. Memorandum of Understanding Between Pacifica School District and CSEA Regarding Coronavirus (LCAP Goal: Operations)**

**Order #136 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

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

Minutes:

Maria Gavidia presented to the Board of Trustees the Memorandum of Understanding between the District and CSEA regarding Coronavirus.

On Tuesday, March 17, 2020, Governor Gavin Newsom ordered that residents of 7 Bay Area counties "shelter in place", originally until April 7, 2020, in an effort to contain the spread of the Coronavirus. The dismissal of students from school and transition to a distance learning environment triggered changes in working conditions for certificated staff. PSD and CSEA met and developed a Memorandum of Understanding, which addresses specific conditions and how they will be handled during this period of time. The memo will remain in effect through June 30, 2020, unless modified or extended by mutual written agreement.

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the District and CSEA regarding working conditions during the Coronavirus student dismissal period.

ACTION

**10.d. Memorandum of Understanding between PSD and LSEA Regarding Posting of Vacancies (LCAP Goal: Operations)**

**Order #137 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

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

Minutes:

Maria Gavidia present the Memorandum of Understanding (MOU) between Pacifica School District and LSEA regarding posting of vacancies.

The Collective Bargaining Agreement requires that certificated vacancies be posted internally for 7 school days before they are posted externally. This MOU allows the District to post internally and externally simultaneously, to expedite the recruitment of qualified certificated staff. District employees who wish to transfer into existing vacancies will continue to have priority over external candidates in filling vacant positions.

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the District and LSEA regarding the posting of vacancies.

## ACTION

### **10.e. Approval of Form J-13A Request for Allowance of Emergency Conditions (LCAP Goal: Operations)**

**Order #138 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kai Doggett.

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

#### Minutes:

Josie Peterson brought back this agenda item for approval as this item was tabled at the March 11, 2020 regular meeting due to time restraints.

On January 16, 2020, Ocean Shore School was affected by flooding. The flooding occurred due to the heavy rain and blocked storm drains. The students were evacuated and Ocean Shore School was closed January 16 and January 17, 2020.

Approval of this request allows the District to disregard these two days in the calculation of attendance without penalty and obtain credit for instructional time.

President Levin clarified that the District will also be covered during the current Coronavirus crisis with regard to ADA. Ms. Peterson confirmed.

#### Quick Summary:

It is recommended that the Board approve the Form J-13A Request for allowance of Attendance because of emergency conditions.

## ACTION

### **10.f. Measure O Update (LCAP: Operations)**

#### Minutes:

Josie Peterson presented an update on Measure O. In her presentation, she shared the purpose of the Bond; an update on the Bond Oversight Committee; expenditure report as of January 15, 2020; current projects the District is working on that were not listed in the Facilities Master Plan; a recap on the collaborative work with Digital Advisors in 2019 with regard to technology; and the goals for 2020.

Board comments: The Trustees asked questions about funding allocation. Ms. Peterson clarified to the Board that the Project Manager position would be covered by Bond funds? She also reported that Ocean Shore flood repairs would be covered by insurance and not Bond funds. There was discussion about construction companies being at a stand still due to the Coronavirus.

Ms. Peterson shared the the complete Facilities Master Plan is posted on the District website.

Quick Summary:  
INFORMATION/PRESENTATION

**10.g. Project Manager Job Description (LCAP Goal: Operations)**

**Order #139 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

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

Minutes:

Maria Gavidia presented the Project Manager Job Description to the Board of Trustees for approval.

Ms. Gavidia answered questions from the Board: Should the project manager position be called Project Manager for Measure O? Ms. Gavidia stated that it was decided that the position name be broad so that the position isn't just tied to Measure O language, in the case that something else were to come up under this job description. The other question was regarding salary range. Ms. Gavidia stated that there has not been a recommendation regarding salary range as of yet. She shared that the range would most likely be a step or two below a supervisory position as this person would not be supervising staff, but managing projects.

Quick Summary:

It is recommended that the Board approve the new job description for Project Manager.

DISCUSSION/ACTION

**10.h. New Job Description: Coordinator of Instructional Technology (LCAP Goal: #1, Operations)**

**Order #140 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

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

Minutes:

Heather Olsen presented the new job description of Coordinator of Instructional Technology for Board approval.

After a year long study of the work needed in technology, it became apparent that there is a need for instructional technology leadership.

Quick Summary:

It is recommended that the Board approve the new job description for the Coordinator of Instructional Technology.

ACTION

**10.i. Principal Vacancy at Ocean Shore School for 2020-2021 (LCAP Goals: #1, Operations)**

Minutes:

Heather Olsen reported that the position for Principal at Ocean Shore school has been posted and the position posting has closed today.

With the appointment of Julie Carillo to Director of Special Education and Pupil Services for the the 2020-2021 school year, a Principal vacancy was created at Ocean Shore.

Dr. Olsen shared that she met with the Ocean Shore staff to find out what they would like to see in their Principal. She shared that the first round of interviews will be on April 17th and the following week the second round of interviews, with the hope of bringing a candidate forward for approval at the April 29th Board meeting.

Quick Summary:

DISCUSSION

**10.j. Update on Ocean Shore Interim Principal (LCAP Goal: Operations)**

Minutes:

Heather Olsen shared an update on the Ocean Shore Interim Principal. When Julie Carillo took parental leave, Dr. Olsen asked Barbara Ng to step in as Interim Principal at Ocean Shore School. This was prior to Ocean Shore's flood and the Coronavirus and distance learning. She shared that Ms. Ng did an excellent job at the school site, however, with the transition to distance learning, the need for someone to be on site was no longer crucial.

The current Vice Principal of Ocean Shore, Seva Steel, has had her time freed up by being able to work from home. Dr. Olsen shared that what the District feels is best is having Ms. Steel step up as Principal for the time the District is in distance learning or until Julie Carillo returns on June 1st.

Quick Summary:

INFORMATION

**10.k. Adoption of Resolution No. 2020-04-01-A Endorsing April as Global Autism Awareness Month (LCAP Goal: #3)**

**Order #141 - Motion Passed:** Passed with a motion by Ms. Kai Doggett and a second by Ms. Lynda Brocchini.

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

Minutes:

Maria Gavidia brought Resolution No. 2020-04-01-A Endorsing April as Global Autism Awareness Month to the Board for approval.

The Autism Society launched a nationwide effort to promote Autism awareness, inclusion and self-determination for all, and assure that each person with Autism Spectrum Disorder (ASD) is provided the opportunity to achieve the highest possible quality of life.

This year the Autism Society is promoting autism awareness to encourage friends and collaborators to become partners in a movement toward acceptance and appreciation with the month of April being designated as Global Autism Awareness Month. Thursday, April 2, 2020 is the thirteenth annual World Autism Day, when hundreds of thousands of landmarks, buildings, homes and communities all around the world "Light It Up Blue" in recognition of people with Autism. Ms. Gavidia encouraged everyone to wear blue on April 2nd in support of Autism Awareness Month. The theme for this year is the year of kindness.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2020-04-01-A Endorsing April as Global Autism Awareness Month.

ACTION

#### **10.I. Declaration of Need for Fully Qualified Educators 2020-2021 (LCAP Goal: #1, Operations)**

**Order #142 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

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

Minutes:

Maria Gavidia presented the Declaration of Need for Fully Qualified Educators for approval.

The Declaration of Need is submitted annually to the Commission on Teacher Credentialing. It allows the district flexibility, should unforeseen circumstances arise, to fill a teaching position with a teacher who is not fully credentialed. The form contains an estimated number of needed emergency permits and limited assignment permits, based on current hiring trends and anticipated vacancies in the categories specified in the declaration.

While our intention is to fill all vacancies with Fully Qualified Educators, the District recognizes that it may require flexibility in Special Education (up to 3 Education Specialist positions) and General Education (1 Single Subject position) for the 2020-2021 school year.

Quick Summary:

It is recommended that the Board adopt a Declaration of Need for Fully Qualified Educators for the 2020-2021 school year.

ACTION

**10.m. Lottery and Enrollment Update 2020-2021 (LCAP Goal: #3, Operations)**

Minutes:

Maria Gavidia gave an update on Lottery and Enrollment for 2020-2021.

She presented information on placement procedures, priority placement, lottery results for Transition Kindergarten, Kindergarten and Sixth Grade and reviewed the breakdown of lottery results in each category. The information can be viewed on Ms. Gavidia's presentation on this agenda item.

Ms. Gavidia shared that there are future plans to update the lottery method. The District hopes to move to a digital registration for the 2021-2022 school year.

Board comments: How is the decision made on where to add classes? Ms. Gavidia stated that classes are added where room is available, however, rotating sites so that one school isn't always the same school site.

Quick Summary:

INFORMATION

**10.n. Pupil Services Update Spring 2020 (LCAP Goals: #1, #2, #3)**

Minutes:

Maria Gavidia presented the Pupil Services Spring Update.

She shared an update on the Social Emotional Wellness (SEW) Team and the Student Attendance Review Team (SART).

Ms. Gavidia shared the SEW Team's Coronavirus response supports for students, families and teachers. The supports that SEW provides are listed on the presentation attached to this agenda item which can be found on the District website.

Ms. Gavidia has weekly check-ins and consults with the team. She also promotes self-care and peer support.

The Trustees shared that everyone is doing the best that they can under the circumstances and thanked the team.

Quick Summary:

Maria Gavidia, Executive Director of Special Education, Human Resources and Pupil Services, will give an overview of the social-emotional and wellness supports being provided to students and families through distance learning.

INFORMATION

**10.o. Human Resources Update (LCAP Goal: #1)**

Minutes:

Maria Gavidia shared an update on Human Resources. She reported that the District continues recruiting efforts and that it's a main focus. She mentioned a formal agreement was made with LSEA to collapse the timeline in order to expedite recruitment.

Ms. Gavidia reported that there are candidates that the District will be interviewing after Spring break for the open RSP position and School Psychologist position. She shared that she is having conversations with the contracted staff about returning next school year.

Quick Summary:

Maria Gavidia will provide an update on special education hiring to the Board of Trustees.

INFORMATION

**10.p. Human Resources Director Job Description (LCAP Goals:#1, Operations)**

Minutes:

Maria Gavidia brought forward the new Human Resources Director job description for Board approval. She shared that this position would take the place of the current Human Resources Executive Director position that Ms. Gavidia currently holds along with Special Education and Pupil Services. The new position would go in to affect at the beginning of the new school year.

Board comments: clarification that this item is to approve the job description only; the previous job description had more job duties to justify the position and pay; asked that a position comparison from the previous job description and this new job description be done; need more time and consideration to review before making a decision; will waiting to move forward on this slow down any process.

Ms. Gavidia and Dr. Olsen shared that the salary is still under consideration and that it would follow the administrative salary schedule. Ms. Gavidia shared that this job description is what she is currently doing and the position of Personnel Specialist in one Human Resources Director position. Ms. Gavidia reported that with the legality and procedural aspects of the position, it makes it difficult to have less than one person do the volume of this work.

The Board of Trustees agreed to table this item without action and bring forward to a future meeting.

Quick Summary:

It is recommended that the Board approve the new job description for Human Resources Director.

## DISCUSSION/ACTION

### **10.q. Public Employee Appointment: Director of Human Resources (LCAP Goal: #1, Operations)**

#### Minutes:

This agenda item was tabled due to the previous item, 10.p Human Resources Job Description, being tabled.

No action was taken.

#### Quick Summary:

It is recommended that the Board of Trustees appoint Alexis O'Flaherty as 1.0 FTE Director of Human Resources beginning the 2020-2021 school year.

## ACTION

### **10.r. Discussion of Resolution 2020-03-11-D from March 11, 2020 Board Meeting (LCAP Goals: #1, Operations)**

#### Minutes:

Jerry Newland, CSEA Representative, addressed the Board on this item. She shared that she gave her rationale at the March 11th Board meeting as to why both of these positions are necessary. She specifically spoke on the custodial position covering two school sites. She shared a comment that she received about one of the two school sites. The comment was that the school site would be losing necessary supports to maintain a clean learning environment. The comment also included a question asking why a certain group of students have to suffer.

Ms. Newland said that without this custodial position, things at the site will be left undone. She hopes that the Board keeps this position and asked to find another area to budget cut to keep this position.

Maria Gavidia addressed the Board on this item and shared that there were comments on this item that were though provoking and the Board asked that this item be tabled and brought back for discussion for the Board to have an opportunity for discussion.

Dr. Olsen also shared that a lot that has happened in the world in the last three weeks and that the recommendation for the custodial position would whether to fill the position or not to fill position, and with the van driver reduction to not reduce the position at this time.

Board discussion included: leaving the positions as they are right now without reducing; monetary effects of reducing these positions would not make a big dent in the budget; reassess when things settle down and keep things the way they are at this time.

Dr. Olsen clarified to the Board that the intention is to keep the current open custodial position unfilled for now until there is a need.

#### Quick Summary:

The Board of Trustees requested that this item be tabled at the March 11, 2020 Board meeting, and brought back for discussion at today's meeting. DISCUSSION

#### **10.s. Network Analyst Job Description (LCAP Goals: #1, Operations)**

**Order #143 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

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

#### **Minutes:**

Heather Olsen brought forward for approval, the new job description of Network Analyst. She shared that in the reorganization of the technology department, there is a need for a Network Analyst. This job would be to troubleshoot the current network and make improvements and suggestions. She stated that portions of the job is what the current classified management job is already doing. Dr. Olsen shared that this job description was reviewed by CSEA.

#### **Quick Summary:**

It is recommended that the Board approve the job description for the new position of Network Analyst.

#### **ACTION**

#### **10.t. Resolution No. 2020-04-01-B: Resolution to Reduce Certain Classified Management Services (LCAP Goal: Operations)**

**Order #144 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
No Ms. Kai Doggett  
Yes Mr. Jesse Levin  
No Ms. Laverne Villalobos

#### **Minutes:**

Heather Olsen brought Resolution No. 2020-04-01-B to the Board for approval. She shared that with the process of reorganizing the technology department, this item is the most difficult one. She stated that the employees holding positions are valued and with this position, the employee has been in this position for over 20 years.

Dr. Olsen shared that districts are shifting to a more instructional technology verses the function of technology. She recommended that the Board approve the reduction in the classified management position due to the shift in the technology department priorities.

Board comments: what is the difference between this position and the job description just approved; there is significant cost savings with this reduction; the technology department is small already and working on a shoestring budget; how involved was this employee in the Chromebook distribution; is there any reason that this employee can't roll over to the new

job position; can we deliver the same level of service with these changes in the department; will the changes to the network be done prior to the change of this position.

Dr. Olsen reported that the difference in the two positions is that this agenda item is a management position and the Network Analyst is a classified position. The motivation is around reorganizing the technology department and has a slight cost savings of approximately \$10,000 overall in the department. She stated that the purpose of this shift is to provide support and direction in terms of instructional technology. She shared that the current employee in this position could move over to the Network Analyst position however it would be a reduction in pay. She shared that the Network Analyst was not created for this employee, it was something that was needed but it would be a nice match for this employee.

Dr. Levin called on Sue Beckmeyer to address the Board on this item. Ms. Beckmeyer shared that the work of getting distance learning up and running was because of the employee in this position. She also stated that a management position usually has a staff to manage but that this employee is the staff and manages function of the large amount of devices and he does is phenomenally. She asked the Board to really think about this before making this dramatic action.

Maria Gavidia addressed the Board to state that it is important that the Board doesn't attach the employee, and publicly call out the employee who currently holds the position, but rather the focus be on the reduction of the position and why.

Josie Peterson addressed the Board to state that the new Project Manager would be able to help with regard to procuring, budget processes and managing the contracts.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-04-01-B, a reduction in classified management position due to lack of work and/or lack of funds effective June 30, 2020.

**ACTION**

## **11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 9:30 P.M.**

### **11.a. BP 5131 Conduct (From October 2019 Manual Maintenance)(First Reading)**

Minutes:

Maria Gavidia brought this policy back to the Board for First Reading. The Board had a question regarding a portion of the policy being stricken out on page 2 of the policy, under item 5. Ms. Gavidia reported that she consulted with County Counsel who advised that it should stricken, not because it is or is not the case but because it is not something that belongs in a Board policy but rather a handbook, if that is something that is recommended.

Ms. Gavidia said that the portion of that policy remains stricken, and that is the recommendation of how the policy be approved.

This policy will be placed on the April 29, 2020 regular Board meeting for approval.

Quick Summary:

(Attachment A) BP 5131 Conduct (From October 2019 Manual Maintenance)(First Reading)  
Board Memo(Attachment B) BP 5131 Conduct - Use CSBA Sample As Is

#### INFORMATION/DISCUSSION

#### **11.b. AR 4116 Probationary Permanent Status (From October 2019 Manual Maintenance)(First Reading)**

Minutes:

Maria Gavidia brought this Board policy back due to a portion of the policy not being stricken out. The policy has been updated and brought back for First Reading for discussion.

There were no questions or discussion presented. This policy will be brought back for approval at the April 29th regular Board meeting.

Quick Summary:

(Attachment A) AR 4116 (From October 2019 Manual Maintenance) (First Reading) Board Memo (Attachment B) AR 4116 Probationary Permanent Status - Use CSBA Sample with Revisions

#### INFORMATION/DISCUSSION

#### **12. FUTURE AGENDA ITEMS - 9:40 P.M.**

Minutes:

Dr. Olsen suggested that, at this time, the the Board consider pausing manual maintenance policy updates during these virtual meetings and consider holding a special meeting to process a block of policy updates.

Laverne Villalobos asked for more discussion on the Organization Chart as well as discussion on the hiring of a new Human Resources person and what the duties are of this position.

Will Lucey mentioned bringing an amendment to the grading policy with regard to distance learning. Dr. Olsen mentioned bringing the grading policy to the April 29th Board meeting for First Reading.

#### **13. ADJOURNMENT - 9:45 P.M.**

Minutes:

President Levin adjourned the meeting at 10:07 P.M.

Quick Summary:

NEXT MEETING: April 29, 2020, 7:00 p.m., To be determined.

- 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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Superintendent