

Pacifica School District
Regular Meeting
April 29, 2020 6:00 PM
Teleconference via Zoom.

Please click the link to join the webinar:

<https://zoom.us/j/92914889847>

Attendance Taken at 6:00 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 6:00 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.

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

Minutes:

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

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

Trustee Levin adjourned to Closed Session at 6:03 P.M.

Quick Summary:

Speakers wishing to address the Board, please submit your first and last name in 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.

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)

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 7:01 P.M.

Trustee Brocchini led the flag salute.

Roll call was taken by Susanne Campos.

Staff present: Heather Olsen, Maria Gavidia, Will Lucey, Josie Peterson, 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. Speakers wishing to address the Board, please submit your first and last name in 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.

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 AMENDED 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 of Trustees approve the amended minutes of the March 11, 2020 Regular Board meeting.

ACTION

8. APPROVAL OF THE MINUTES of April 1, 2020

Order #134 - Motion Passed: Passed with a motion by Ms. Lynda Brocchini 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 April 1, 2020 Regular Meeting

ACTION

9. APPROVAL OF THE MINUTES of April 22, 2020

Order #135 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall 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

Quick Summary:

It is recommended that the Board approve the minutes of April 22, 2020 Special Meeting of the Governing Board.

ACTION

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

Order #136 - Motion Passed: It is recommended that the Board approve the agenda for the April 29, 2020 meeting and all consent agenda items. 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

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

10.a. Agenda of the April 29, 2020 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the April 29, 2020 Regular meeting.

CONSENT/ACTION

10.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 03/17/2020 through 04/14/2020 totaling \$1,090,972.37.

CONSENT/ACTION

10.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

10.d. Personnel Changes

Quick Summary:

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

CONSENT/ACTION

10.e. San Mateo County Investment Report Quarter Ending March 31, 2020

Quick Summary:

INFORMATION

10.f. 3rd Quarter Report on Williams Uniform Complaints

Quick Summary:

INFORMATION

10.g. AR 4116 Probationary Permanent Status (October 2019 Manual Maintenance 4000 Series)(Second Reading)

Quick Summary:

AR 4116 Probationary Permanent Status (October 2019 Manual Maintenance 4000 Series)(Second Reading)(Attachment A) AR 4116 Probationary Permanent Status (October 2019 Manual Maintenance 4000 Series) Second Reading Board Memo(Attachment B) AR 4116 Probationary Permanent Status - Use CSBA Sample with Revisions

CONSENT/ACTION

10.h. (Attachment A) BP 5131 Conduct (October 2019 Manual Maintenance 5000 Series) (Second Reading)

Quick Summary:

BP 5131 Conduct (October 2019 Manual Maintenance 5000 Series)(Second Reading)(Attachment A) BP 5131 Conduct (October 2019 Manual Maintenance 5000 Series) Second Reading Board Memo(Attachment B) BP 5131 Conduct - Use CSBA Sample As Is

CONSENT/ACTION

11. COMMUNICATIONS - 7:10 P.M.

Quick Summary:

Speakers wishing to address the Board, please submit your first and last name in 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.

11.a. LSEA (Laguna Salada Education Association)

Minutes:

Nothing reported by LSEA.

11.b. CSEA (Classified School Employees Association)

Minutes:

Nothing reported by CSEA.

11.c. People Wishing to Address the Board

Minutes:

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

11.d. Correspondence

Minutes:

Heather Olsen shared that an updated Shelter-In-Place Order was received by the San

Mateo County Health Officer extending the Shelter-In-Place timeline to May 31, 2020.

11.e. Board/Superintendent Communications

Minutes:

The Trustees shared events and activities since the last Board meeting including: Joint Articulation Meeting; Pacifica Collaborative Meeting; SAMCEDA Meeting; school teacher parades; policy analysis webinar.

Heather Olsen shared that Trustee Levin was quoted in the April 29th San Francisco Chronicle, on page 10, regarding reductions to California school funding.

12. 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, under District Information, Board of Trustees.

12.a. Resolution 2020-04-29-A Day of the Teacher and Teacher Appreciation Week and Resolution 2020-04-29-B Resolution Classified School Employee Week (LCAP Goal: #1)

Order #137 - 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 for approval Resolution No. 2020-04-29-A Day of the Teacher and Teacher Appreciation Week and Resolution No. 2020-04-29-B Classified School Employee Week.

Since 1986, California has acknowledged the invaluable contributions of classified and certificated employees during the month of May. This year, May 17-23 is designated as Classified School Employee Week; and across the nation, May 5th has been designated as Day of the Teacher, and May 4-8 has been designated as Teacher Appreciation Week.

Heather Olsen shared that normally, during this time, there are PTO staff appreciation and other staff appreciation activities. She thanked the staff from the bottom of her heart and recognized LSEA/CSEA leadership for their help in solving problems quickly without having all of the answers. She shared how much she sees our District staff caring about their kids and their families, and making sure that our kids and their families are getting what they need.

Dr. Olsen read both resolutions.

The Board of Trustees thanked all staff and LSEA/CSEA from the bottom of their hearts for doing such a wonderful job teaching, passing out lunches, and cleaning. They shared that they are proud of this district and everyone should be very proud. During this distance learning time, this has been a herculean effort and is truly amazing.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-04-29-A recognizing May 4-8, 2020, as Teacher Appreciation Week and May 5, 2020 as Day of the Teacher AND Resolution No. 2020-04-29-B recognizing May 17-23, 2020 as Classified School Employee Week.

ACTION

12.b. Child Nutrition Price Increase Effective July 2020 (Goal: Operations)

Minutes:

Josie Peterson presented Child Nutrition Price Increase Effective July 2020 for approval by the Board.

Ms. Peterson shared that there hasn't been a price increase since 2012. The food program has been running at a loss due to the increasing food and labor costs. A \$.25 lunch increase would offset a portion of the loss but the program will still not be self-sufficient. No breakfast price increase is proposed at this time. The new lunch prices would be comparable with neighboring school districts.

There was discussion about the timing of increasing prices due to the pandemic; there are more families that are and will qualify for free and reduced; with the increase, the District would still not break even.

The Board tabled this item until Spring of 2021.

No Action Was Taken.

Quick Summary:

It is recommended that the Governing Board approve an increase of school lunch prices, effective July 1, 2020.ACTION

12.c. Vice Principal of Guidance and Learning - Ocean Shore (LCAP Goal: #1, Operations)

Minutes:

Trustee Levin stated that there are members of the public who wish to address the Board on this item:

Michelle Zuromski, teacher at Ocean Shore and parent addressed the Board. She shared concerns relating to the Ocean Shore flooding, the Principal taking a District office position next school year, and the Vice Principal being eliminated from the school.

Ms. Zuromski shared that the Vice Principal at Ocean Shore is a first line of defense for the students, being that there is limited counseling resources, the staff know they can turn to

her. She shared the attributes of the Vice Principal and that she is irreplaceable. She takes an active role in the mental health and well-being of the students. She shared that the Vice Principal positively impacts the school climate for both staff and students. She appreciates the Board directing Dr. Olsen to explore creative ways to keep the Vice Principal at Ocean Shore.

Patty McNally addressed the Board. She stated that her new mantra is "out of our control, we don't know what's going to happen, but together we will make it." As Ocean Shore was getting a grip on the flood, the pandemic hit, and continues to carry on. During this time, she shared, that they had strong school leadership, Julie Carillo and Seva Steel. Ms. McNally shared that while Dr. Carillo was on leave, Ms. Steel stepped up as Interim Principal. She shared that Ms. Steel has a special way of counseling students from kindergarten through eighth grade. Ms. McNally stated that next year the student's face uncertainty and need one constant and that constant is Seva Steel. She asked the Board to direct Dr. Olsen to continue to work with the Ocean Shore community to try to make this happen.

Michelle Tuman, PTO President for Ocean Shore and parent, addressed the Board in support of retaining the Vice Principal for Ocean Shore school. She shared the Seva Steel is an invaluable member of the Ocean Shore family. The Ocean Shore family needs stability, and hope for normalcy, she has helped guide many students, parents, and staff. Ms. Tuman shared that the Ocean Shore community needs Ms. Steel to support the students, community, and the new principal.

Dr. Olsen shared that at the March 11th Regular Board meeting, significant reductions were made and the Vice Principal of Ocean Shore was one of those reductions. She stated that she met with several teachers, after the March 11th meeting, regarding this reduction. She stated that it was a problem solving and emotional meeting and that they were trying to find a solution. She shared ways that could possibly help in paying for a part-time administrator, but that it may not cover the entire salary. Dr. Olsen shared that reallocating counseling funds could be an option and that staff and parents want to do this. This would be a one-time transition period of one year. She asked the Board for discussion and direction on this item.

Board discussion included: PTO is on board with this idea; concern about equity of other PTO's if Ocean Shore PTO pays for an administrator, the District should pay for administrator jobs; acceptable for one year so as not to set a precedence; this is an extraordinary situation.

Dr. Olsen clarified that the District is not asking the PTO to fund the entire salary of a part-time Vice Principal, it would be in combination with other funding sources as well, including school site SPSA funds. Dr. Olsen also mentioned that with COVID-19, the District will be applying for mental health funding but that it is not guaranteed.

Quick Summary:
INFORMATION/DISCUSSION

12.d. Director of Human Resources Job Description (LCAP Goals: #1, Operations)

Order #138 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

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

Minutes:

Maria Gavidia brought forward the Director of Human Resources Job Description for approval by the Board. This agenda item was brought forward to the Board at the April 1st Board meeting but was tabled at that meeting.

Dr. Olsen highlighted some important information. Currently, Maria Gavidia oversees Human Resources as Executive Director and a Coordinator of Human Resources was appointed in the Fall. Julie Tarango Carillo was appointed for the 2020-2021 school year as .8 Executive Director of Special Education and Pupil Services.

The Director of Human Resources would report directly to the Superintendent and would also be a part of Cabinet, attend Board meetings, and develop Board policies, investigate and remediate personnel issues, and participate in negotiations.

Dr. Olsen shared the organizational chart and the cost savings for the next school year relating to Human Resources. There is a savings of approximately \$10,480.

Board discussion: cost savings is good; this is an important position; if we have someone in the position as coordinator, why would we change it; look in to guidance on where the District should put its money; guidance could be costly.

Maria Gavidia reminded the Board that this position's duties are what the current Coordinator of Human Resources is doing right now and also absorbs some of the duties that the current Executive Director of Human Resources does, which are higher level, more complex duties.

Janelle Jones, parent, addressed the Board on this item asking for clarification on the salary and savings on the comparison slide.

Quick Summary:

It is recommended that the Board of Trustees approve the Director of Human Resources job description.

DISCUSSION/ACTION

12.e. Public Employee Appointment: Director of Human Resources (LCAP Goal: #1, Operations)

Order #139 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

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

Minutes:

Heather Olsen brought forward for approval by the Board, the appointment of Alexis O'Flaherty as Director of Human Resources.

Board discussion: concern about appointment and not posting the position; good fit for the position; expediency needed for this position; the District is a public agency and positions should be posted.

Dr. Olsen shared that it would be a five week process, at the minimum, if this position was posted.

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.

DISCUSSION/ACTION

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

Minutes:

Maria Gavidia gave a Human Resources staffing update. She shared the following vacancies:

3 - SDC Teacher

2 - School Psychologist

5 - Multi-subject Credentialed Teacher

3 - Single-subject Credentialed Teacher

Ms. Gavidia shared that Alexis O'Flaherty has moved the in person interview process to an online interview process.

Quick Summary:

INFORMATION

12.g. Acceptance of 2018-2019 Measure O General Obligation Bond Fund Annual Financial Report and Performance Audit (Goal: Governance, Operations)

Order #140 - Motion Passed: Passed with a motion by Ms. Laverne Villalobos 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:

Josie Peterson shared that the District contracted with Chavan & Associates, LLP to perform the annual financial audit of the bond funds as well as to verify that the use of the funds are within the scope of the published election materials specifying the intended use of bond proceeds ("Performance Audit"), for the year ending June 30, 2019.

Trustee Levin shared that the audit looks fine.

Quick Summary:

It is recommended that the Governing Board accept the 2018-2019 Measure O Bond Fund Financial Report and Performance Audit.

ACTION

12.h. Adoption of Resolution No. 2020-04-29-C Designation of Applicant's Agent Resolution for Non-State Agencies (Goal: Operations)

Order #141 - Motion Passed: Passed with a motion by Ms. Lynda Brocchini and a second by Mr. Jesse Levin.

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

Minutes:

Josie Peterson presented to the Board for approval Resolution No. 2020-04-29-C Designation of Applicant's Agent Resolution for Non-State Agencies.

On March 22, 2020, the President of the United States approved the Major Disaster Declaration FEMA-4482-DR, California Disaster Declaration (DR-4482) for California COVID-19 Pandemic. The approval authorizes Federal Emergency Management (FEMA) Public Assistance to process reimbursement for emergency protective measures related to COVID-19. The District may be eligible for federal reimbursement for costs associated with disinfection of public facilities.

Quick Summary:

It is recommended that the Governing Board adopt Resolution No. 2020-04-29-C Designation of Applicant's Agent Resolution for Non-State Agencies authorizing Dr. Heather Olsen, Superintendent and Josephine Peterson, CBO to execute applications for Federal Financial Assistance.

ACTION

13. FUTURE AGENDA ITEMS - 8:20 P.M.

Minutes:

Heather Olsen reviewed the Future Agenda and asked the Trustees if they had any items they would like to add.

The Board had discussion regarding whether to have an outside vendor do an analysis on the District's budget and report on those findings.

14. ADJOURNMENT - 8:30 P.M.

Minutes:

Trustee Levin adjourned the meeting at 9:17 P.M.

Quick Summary:

NEXT MEETING: May 20, 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. 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