



# Pacifica School District

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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

## MEMORANDUM

*Integrated Services and Human Resources*

Meeting of

August 3, 2016

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** May 2016 Manual Maintenance - Minor Revisions: 4000 and 5000 Series -  
(First Reading)

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### Background

During the 2000-2002 school years, the Board thoroughly reviewed all District policies: 9000 series (Board Bylaws), the 0000 series (Philosophy-Goals General Objectives and Comprehensive Plans), the 1000 series (Community Relations), the 2000 series (Administration), the 3000 series (Business and Non-instructional Operations), the 4000 series (Personnel), the 5000 series (Students), the 6000 series (Instruction), and the 7000 series (Facilities). New and revised policies were adopted at that time.

CSBA has created a Minor Revisions category of Policy changes that reflects relatively minor adjustments to the model that CSBA recommends Boards consider making.

The attached policies reflect minor revisions up to May 2016 for the following series: 4000 and 5000.

The minor revisions clarify text but do not alter the intent or purpose of the policy.

A master binder of new and revised policies is located in the Office of the Superintendent.

Included in these Minor Revisions are changes to BP 4117.13 (Certificated) and BP 4317.13 (Management). These Policies pertain to Early Retirement Options. The District does not currently offer Early Retirement incentives nor are there plans to offer such incentives. However, the District has, in the past, offered cash incentives for early retirement, and we recommend that the Board adopt policy language affording the District flexibility to offer a range of early retirement benefits if appropriate in the future.