



## Pacifica School District

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*Preparing Students for an Evolving World*

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

### MEMORANDUM

Business Services

Meeting of: 11/16/2016

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
for Members, Board of Trustees  
**FROM:** Josephine Peterson, Chief Business Official  
**SUBJECT:** CSBA September Manual Maintenance and Minor Revisions 3000  
(Second 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.

CSBA provides sample Bylaws, Board Policies and Administrative Regulations reflecting any legislative changes approximately three times each year with descriptions identifying major changes in revised materials as well as editorial changes or technical revisions. Staff compares the CSBA sample policies to current policies. The attached policies reflect changes up to September 2016 for the following series: 3000.

No substantial changes were made during the First Reading of the policies. Any notation boxes are removed in the final version which will be available on line approximately 30 days after the Board adopts the revisions.

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