

**Pacifica School District  
Special Board Meeting**  
February 15, 2017 5:30 PM  
375 Reina Del Mar Ave.

Pacifica, CA 94044

**Attendance Taken at 5:30 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Andrea Gould  
Jesse Levin  
Ms. Kathy Shiokari  
Ms. Laverne Villalobos

**1. OPEN SESSION - 5:30 P.M. - CALL TO ORDER AND ROLL CALL AND  
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Meeting opened at 5:32 P.M.

Trustee Bredall led the flag salute.

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. DISTRICT BUSINESS - 5:35 P.M.**

**2.1. E 5116.1 Intradistrict Open Enrollment**

**Order #13 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Jesse Levin.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Trustee Gould joined the meeting at 5:35 P.M.

Ray Avila presented to the Board revisions to the Pacifica School District Student Enrollment Procedures and requested that the procedures be accepted as an Exhibit to BP/AR 5116.1 (Intradistrict Open Enrollment).

The Board Memo described the change in language for Kindergarten Lottery and Sixth Grade Lottery as follows:

a. After the words "full-time" in the section titled, Kindergarten Children of District Employees (page 11, item #1) to add (full-time is defined as .80FTE to 1.0FTE)

b. After the words "full-time" in the section titled, 6th Grade Transfers/Lottery Process (page 12) to add (full-time is defined as .80FTE to 1.0FTE).

This change clearly defines full-time in relation to Open Enrollment.

Four staff members of the Pacifica School District addressed the Board. They were all appreciative of the change but also questioned the .80 FTE (Full-time Employee) and asked that it match the .75 FTE as stated in the LSEA contract defining .75 as full-time. In the LSEA contract .75 refers to benefits only.

Board comments: A clarifying question was asked: Why the decision of .80 FTE and not .75 FTE? Dr. Avila explained that each full-time day is equivalent to .20, so .80 FTE made sense when referring to full-time status and Kindergarten/Sixth Grade Lotteries. Dr. Avila shared that currently, there are no .75 employees in the Pacifica School District.

After Board discussion, the Board decided to approve the revisions of the Pacifica School District Student Enrollment Procedures, with an amendment that full-time is defined as .75FTE to 1.0FTE.

#### Quick Summary:

It is recommended the Board approve the revisions made to the PSD Student Enrollment Procedures, and these procedures be accepted as an Exhibit for BP/AR 5116.1 (Intradistrict Open Enrollment).ACTION

### 3. ADJOURNMENT - 6:00 P.M.

#### Minutes:

The meeting was adjourned at 5:57 P.M.

- 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

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Clerk

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Superintendent