



## 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: 8/23/2017

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
for Members, Board of Trustees  
**FROM:** Josephine Peterson, Chief Business Official  
**SUBJECT:** CSBA May 2017 Manual Maintenance 3000, 7000 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.

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 May 2017 for the following series: 3000, 7000.

Each Policy presented for review will have attachments that include the current policy, current policy with revision markings, CSBA Sample, and CSBA Sample with revisions markings, as appropriate. As an example, policies that staff recommends "use current policy as is" will have both the current policy and the CSBA Sample for Board review.

Following is a summary of the updates:

- BP/AR 3551 Food Service Operations/Cafeteria Plan – New Federal Guidance mandates any district participating in the National School Lunch/Breakfast Program adopt a written policy on meal charges, no later than July 1, 2017. New guidance requires district policy to ensure students with delinquent meal charge debt are not overtly identified. Policy also revised to reflect Buy American provision which requires districts to the extent possible purchase domestically grown and processed foods.

- AR 3580 District Records – updated to revise material related to retention of electronic records, including records pertaining to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect New Court Decision (City of San Jose v Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.
- BP 7214 General Obligation Bonds – Policy updated to reflect new law which requires the Board to adopt a debt management policy prior to issuing debt, new law requires the Board to obtain reasonable and informed projections of assessed valuations and new law which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury. Policy also adds caution that some uses of bond proceeds that are specified in the Ed Code for bond elections with a 66.67 percent threshold may be inconsistent with the California Constitution and encourages consultation with legal counsel.

Any notation boxes are removed in the final version which will be available on line approximately 30 days after the Board adopts the revisions. If no substantial changes are made at the First Reading, these policies will be placed on consent for adoption at the September 13, 2017 meeting.

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