



# Pacifica School District

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*Preparing Students for an Evolving World*

www.pacificasd.org

## MEMORANDUM

*Office of the Superintendent*

Meeting of

August 23, 2017

**TO:** Board of Trustees  
**FROM:** Wendy S. Tukloff, Ed.D., Superintendent  
**SUBJECT:** Board Bylaws, Policies and/or Administrative Regulations  
(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 legislation changes 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: 1000, 2000, 4000, 9000.

Each Policy presented for review is the CSBA Sample with revision markings and other additional changes as appropriate or the Current Pacifica School District (PSD) policy with suggested changes. *Areas to note:*

- 1. AR 1312.3 Uniform Complaint Procedures: A) Addition of a secondary Complaint Officer, Will Lucey, Executive Director, Educational Support Services. This addition is necessary with the change in Cabinet structure as Mr. Lucey will oversee certificated concerns should any arise; B) Delete in Notifications section – The notice shall: #4i include statements regarding high schools (page 7).*
- 2. BP 1340 Access to District Records: Deleted the suggested optional paragraph on page 2 regarding security of records and replaced it with current PSD language for clarity and current practice.*
- 3. Deletion of PSD BP/AR 4127/4227/4327 Temporary Athletic Team Coaches: These policies are specifically for competitive athletic teams, which is not part of the Pacifica School District Program.*
- 4. Deletion of PSD BP 4312.1 Contracts: PSD does not have any other employees on contract except for the superintendent, nor is it foreseen in the near future to change practice. Since this is an optional policy, it is suggested to delete this policy.*
- 5. BB 9012 Board Member Electronic Communications: There is no current PSD policy.*

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, this policy will be placed on consent for adoption at the September 13, 2017 Board meeting.

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