



# 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 3/2/2016

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

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** December 2015 Manual Maintenance: 4000, 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.

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 December 2015 for the following series: 4000, 5000.

Each Policy presented for review will have attachments that include the current policy, current policy with revision markings, CSBA Sample, and CSBA Sample with revision 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. 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 April 20, 2016 meeting.

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