

**Pacifica School District  
Regular Meeting**

January 17, 2018 6:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 6:00 PM:**

Present:

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

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND  
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

The meeting was called to order at 6:00 P.M. by Trustee Bredall.

Staff present: W. Tukloff, R. Avila, J. Peterson, W. Lucey, S. Campos.

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. As a community service, Pacifica Community Television (PCT) records and broadcasts meetings.

**2. ANNOUNCEMENT OF CLOSED SESSION**

Minutes:

Ms. Bredall announced Closed Session referring to the items as listed below.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

None.

**4. CLOSED SESSION**

**4.a. Conference with Real Property Negotiators**

**4.a.1. Property: 290 Edgewood Drive (Fairmont School)**

**Agency Negotiator: Wendy S. Tukloff, Superintendent; Josie Peterson, Chief Business Official**

**Negotiating Parties: Pacifica School District and St. Ignatius Preparatory School**

**Under Negotiation: Price and terms of payment**

**4.b. Conference with Labor Negotiator**

**Agency Negotiator: Wendy S. Tukloff, Superintendent**

**4.b.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)**

**4.c. Public Employee Performance Evaluation (G.C. 54957)**

**Title: Superintendent**

**5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Trustee Bredall reconvened to Open Session at 7:02 P.M.

Trustee Villalobos led the flag salute.

Staff Present: W. Tukloff, R. Avila, J. Peterson, W. Lucey, S. Campos.

Quick Summary:

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**6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

Ms. Bredall indicated that the Board met during Closed Session and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

**7. APPROVAL OF THE MINUTES of December 6, 2017**

**Order #49 - Motion Passed:** It is recommended that the Board approve the Minutes of the December 6, 2017 Regular Meeting.

Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Jesse Levin

Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:  
ACTION

#### **8. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.**

**Order #50 - Motion Passed:** It is recommended that the Board approve the agenda for the January 17, 2018 meeting and all consent agenda items.  
Passed with a motion by Mr. Jesse Levin and a second by Ms. Andrea Gould.

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

Quick Summary:  
All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

CONSENT/ACTION

##### **8.a. Agenda of the January 17, 2018 meeting**

Quick Summary:  
It is recommended that the Board approve the agenda for the January 17, 2018 Regular meeting.

CONSENT/ACTION

##### **8.b. Consideration of Acceptance Warrants**

Quick Summary:  
It is recommended that the Board approve the attached commercial warrants for the period of 11/17/2017 through 12/12/2017 totaling \$672,919.60.

CONSENT/ACTION

##### **8.c. Personnel Changes**

Quick Summary:  
It is recommended that the Board approve the following Personnel items as presented.

CONSENT/ACTION

##### **8.d. Internship Agreement between the District and National University**

Quick Summary:

It is recommended that the Board approve the Addendum Agreement to Place Interns between the District and National University.

CONSENT/ACTION

**9. COMMUNICATIONS - 7:10 P.M.**

Quick Summary:

This portion of the agenda is available to the public to address the Board on any issue that is not on the agenda. The maximum time allowed for any speaker is three minutes.

**9.a. LSEA (Laguna Salada Education Association)**

Minutes:

None.

**9.b. CSEA (Classified School Employees Association)**

Minutes:

None.

**9.c. People Wishing to Address the Board**

Minutes:

None.

**9.d. Correspondence**

Minutes:

None.

**9.e. Board/Superintendent Communications**

Minutes:

Board members discussed events and activities they attended and participated in since their last Board meeting including: Ocean Shore site visit and holiday basket auction; Pacifica Education Foundation Gala; Martin Luther King, Jr. celebration at Ocean Shore and 5th grade Step Up Day; Board Work Study meeting; CSBA Annual Education Conference; Ortega school's McTeacher Night; Joint Articulation Meeting, Meeting with Kevin Woodhouse, new City Manager of Pacifica and Mike O'Neill, Mayor of Pacifica; Winter band concerts.

The Board also mentioned upcoming events: January Jazz on January 27th and also a SMCSBA General Meeting on January 29<sup>th</sup> focusing on the topic of Foster Youth.

Dr. Tukloff shared that she attended the Safe School Summit. There was discussion to begin a program together with the surrounding north county districts of San Mateo County. Dr. Tukloff thanked the community for their understanding of the District Office being closed during the Winter Break so that staff could enjoy time with their families.

Dr. Tukloff shared that she met with San Mateo County Office of Education and the City of Pacifica to bring public WiFi in to Pacifica. Twenty potential hot spots have been identified and submitted. The District will keep the community posted as updates are received.

#### **10. DISTRICT BUSINESS - 7:20 P.M.**

##### **Quick Summary:**

**DISTRICT GOALS** The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, [www.pacificasd.org](http://www.pacificasd.org), under District Information, Board of Trustees.

##### **10.a. Approval of 2016 - 2017 Audit Report (LCAP: Operations)**

**Order #51 - Motion Passed:** Passed with a motion by Ms. Andrea Gould and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Jesse Levin

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

##### **Minutes:**

Josie Peterson introduced Mr. Daniel Garaycochea, Senior Auditor, Chavan & Associates, who reviewed the June 30, 2017 financial statements for Board approval. Mr. Garaycochea was pleased to report to the Board that there were no findings again this year.

Dr. Tukloff commended Josie Peterson and the entire Business Department for their tremendous efforts in ensuring the District continues to follow appropriate guidelines with regard to the District's expenditures.

##### **Quick Summary:**

It is recommended that the Governing Board accept the 2016-2017 audit report.

##### **ACTION**

##### **10.b. Parcel Tax Oversight Committee Annual Report (LCAP GOAL: Operations)**

##### **Minutes:**

Josie Peterson introduced Mr. Richard Zuromski to present the Parcel Tax Committee's report. He presented the projections as well as the Actuals. Ms. Peterson mentioned that there was an error in the projections report. The year shown for both Total Tax Expenditures and Balance in Parcel Tax Fund should read "as of June 30, 2018"

Mr. Zuromski shared that there are 6 parent members on the Parcel Tax Committee and 7 At-Large community members. Each member reviews the expenditures to make sure that that what is being spent matches ballot language in which the community voted for.

The annual reports are attached to this agenda item.

Sue Beckmeyer, Library Media Technician, addressed the Board regarding this item. Ms. Beckmeyer stated that she is pleased that the Library Media Technician is a line item as a funded position. She shared that the Parcel Tax money helps pay for the Library Media Technician position instead of the position being a volunteer position. She also shared that it would be nice to have funding for library books and to maintain and improve libraries with district funding as well.

Quick Summary:  
INFORMATION

#### **10.c. School Accountability Report Cards (SARC) (Governance)**

**Order #52 - Motion Passed:** Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Jesse Levin.

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

Minutes:

Will Lucey presented each school sites School Accountability Report Card (SARC) for Board approval.

The Board shared questions and comments regarding each of the SARC's which included discussion on: computer reserve time; monthly newsletters; job positions; play yard structure replacement; facilities rating system used for the SARC; parent outreach; services available through the Homeschool program.

Quick Summary:

It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District as presented.

ACTION

#### **10.d. Resolution 2018-01-17-A: Calling for Full and Fair Funding of California's Public Schools (LCAP Goal: Governance)**

**Order #53 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould

Yes Mr. Jesse Levin  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Wendy Tukloff presented Resolution No. 2018-01-17-A: Calling for Full and Fair Funding of California's Public Schools.

California School Boards Association (CSBA) has requested that all CSBA member boards adopt a resolution urging the State Legislature to fund California's public schools at the national average or higher by the year 2020, and at a level equal to or above the average of the top 10 states by 2025.

Dr. Tukloff read the resolution in its entirety. The Board asked that one change be made: In the last paragraph the Board asked that the word "urges" be changed to "demands". The change will be made and CSBA will receive a copy.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees approve Resolution 2018-01-17-A: Calling for Full and Fair Funding of California's Public Schools.

ACTION

**10.e. Integrated Services Update (LCAP Goal: #3, Governance)**

Minutes:

Ray Avila, Executive Director, Integrated Services; Will Lucey, Executive Director, Educational Support Services, and Jennifer Gray, Behavior Program Supervisor, presented the Integrated Service Update.

Dr. Avila presented the Special Education and Student Service portion of the update with Jennifer Gray following and highlighting the ABA (Applied Behavior Analysis) program which included the benefits for the students who receive ABA in our district and how replacement behavior is taught.

Will Lucey highlighted the portion of the Student Services update which included data relating to suspension and attendance rates, and also student safety.

The PowerPoint presentation is attached to this agenda item.

Quick Summary:

INFORMATION

**10.f. 2017-2019 Facilities Plan/Needs Analysis (LCAP: Operations)**

**Order #54 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Mr. Jesse Levin.

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

Minutes:

Josie Peterson presented the 2017-2019 Facilities Plan/Needs Analysis. She shared that it was brought to her attention that there are typographical errors within the document but that those errors will be corrected.

The costs within the plan are estimates only and this document is currently presented in DRAFT form. DRAFT will be removed from the document and be considered a living document.

Board comments included the questions: How we will get this information out to the public? Dr. Tukloff responded that the plan will be posted on the website for public access. Was a demographic study done for our city? Ms. Peterson said she would look further in to that but did not believe so. Dr. Tukloff shared that if the Bond is placed on the ballot and is successful, a consultant could possibly do a demographic study as part of a Facilities Master Plan.

Quick Summary:

It is recommended that the Governing Board accept the 2017-2018 Facilities Plan/Needs Analysis.

ACTION

**11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:00 P.M.**

**11.a. October 2017 Manual Maintenance 6000 Series (First Reading)**

Minutes:

Will Lucey presented the October 2017 Manual Maintenance 6000 Series to the Board. A suggestion to change a word in BP 6153 School-Sponsored Trips was made. The change will be made and brought forward to Second Reading at the February 7, 2018 regular Board meeting.

Quick Summary:

October 2017 Manual Maintenance FIRST READING Attachment A Board Memo October 2017 6000 series Attachment BBP 6020 Parent Involvement - Use CSBA Sample with Revisions Attachment C AR 6020 Parent Involvement - Use CSBA Sample As Is Attachment D AR 6112 School Day - Use CSBA Sample with Revisions Attachment E BP 6153 School-Sponsored Trips - Use CSBA Sample with Revisions Attachment F BP 6170.1 Transitional Kindergarten - Use CSBA Sample As Is Attachment G AR 6173.1 Education For Foster Youth - Use CSBA Sample with Revisions Attachment H BP 6173.2 Education of Children of Military Families - Use CSBA Sample As Is Attachment I AR 6173.2 Education of Children of Military Families - Use CSBA Sample with Revisions INFORMATION/DISCUSSION

#### **11.b. October 2017 Manual Maintenance: 5000 Series (First Reading)**

##### Minutes:

Ray Avila presented the October 2017 Manual Maintenance 5000 Series to the Board. There were not changes made.

##### Quick Summary:

October 2017: Manual Maintenance: First Reading Attachment A -  
October 2017 Manual Maintenance First Reading Memorandum Attachment B  
- BP 5113.1 Chronic Absence and Truancy - Use CSBA Sample As Is  
Attachment C - AR 5113.1 Chronic Absence and Truancy - Use CSBA  
Sample with revisions Attachment D - BP 5117 Interdistrict Attendance  
- Use CSBA Sample With Revisions Attachment E - AR 5117 Interdistrict  
Attendance - Use CSBA Sample With Revisions Attachment F - AR 5125.2  
Withholding Grades, Diploma or Transcripts - Use CSBA Sample As Is  
Attachment G - BP 5131.6 Alcohol and Other Drugs - Use CSBA Sample  
With Revisions Attachment H - E 5131.63 Steroids PSD Current - Delete  
per CSBA recommendation

##### INFORMATION/DISCUSSION

#### **12. FUTURE AGENDA ITEMS - 8:10 P.M.**

##### Minutes:

Dr. Tukloff reviewed the Future Agenda. She mentioned that a Resolution will be placed under District Business regarding the General Obligation Bond Measure for the March 7, 2018 Regular Board Meeting.

#### **13. ADJOURNMENT - 8:15 P.M.**

##### Minutes:

Trustee Bredall adjourned the meeting at 9:02 P.M.

##### Quick Summary:

NEXT MEETING: February 7, 2018, 7:00 p.m., District Office, 375  
Reina del Mar Avenue, Pacifica

Board Approved 2/7/2018 - S.Campos, Executive Asst. to the Superintendent

- 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