



**Pacifica School District
Regular Meeting**
October 07, 2015 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 PM:

Present:

Ms. Elizabeth Bredall
Ms. Andrea Gould
Mr. Matthew Levie
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:

Meeting called to order at 6:00 p.m.

Staff Present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst

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. Gould 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 Legal Counsel Regarding Existing Litigation

Case No. CPF-15-514477

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:

Ms. Gould reconvened to Open Session at 7:03 p.m.

Flag salute was led by Mr. Levie.

Staff present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst, S. Ramirez

Quick Summary:

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

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

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of September 16, 2015

Motion Passed: It is recommended that the Board approve the Minutes of the September 16, 2015 Regular Meeting. Passed with a motion by Mr. Matthew Levie and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Quick Summary:

ACTION

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

Motion Passed: It is recommended that the Board approve the Minutes of the September 16, 2015 Regular Meeting. Passed with a motion by Mr. Matthew Levie and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Motion Passed: It is recommended that the Board approve the agenda for the October 7, 2015 meeting and all consent agenda items. Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

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 October 7, 2015 Regular meeting

Quick Summary:

It is recommended that the Board approve the agenda for the October 7, 2015 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 9/4/15 through 9/25/15 totaling \$741,937.74.

CONSENT/ACTION

8.c. Service and Consultant Contract Approvals

Quick Summary:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

8.d. Personnel Changes

Quick Summary:

It is recommended that the Board approve the Personnel items as presented.

CONSENT/ACTION

8.e. Overnight Field Trip Approval

Quick Summary:

It is recommended that the Board approve the overnight field trips.

CONSENT/ACTION

8.f. Procedures for Fields and Facilities Use

Quick Summary:

It is recommended that the Board adopt the Procedures for Fields or Facilities and related fees.

CONSENT/ACTION

8.g. Approval of Permit Agreement - Gold Rush Pro

Quick Summary:

It is recommended that the Governing Board approve the permit agreement between Gold Rush Pro, LLC and Pacifica School District for us of building space at Oddstad School.

CONSENT/ACTION

8.h. Approval of Memorandum of Understanding - Pacifica School Volunteers

Quick Summary:

It is recommended that the Governing Board approve the Memorandum of Understanding between Pacifica School District and the Pacifica School Volunteers (PSV) to exchange services for the use of district facilities.

CONSENT/ACTION

8.i. Permit Agreement - between the Pacifica Chamber of Commerce and Pacifica School District

Quick Summary:

It is recommended that the Board of Trustees approve the Permit Agreement between the Pacifica Chamber of Commerce and the Pacifica School District for the use of storage space at Fairmont.

CONSENT/ACTION

8.j. BP 5145.11 - Questioning and Apprehension by Law Enforcement

Quick Summary:

It is recommended that the Board approve BP 5145.11 - Questioning and Apprehension by Law Enforcement.

CONSENT/ACTION

8.k. July 2015 Manual Maintenance- 0000, 1000 Series

Quick Summary:

SECOND READING

It is recommended that the Board approve the attached policies in the 0000 and 1000 series.

July 2015 Manual Maintenance - 0000, 1000 Series

BP 0420 - School Plans/Site Councils (Attachment A)

It is recommended that the Board approve CSBA Sample As Is.

AR 0420 - School Plans/Site Councils (Attachment B)

It is recommended that the Board approve CSBA Sample With Revisions.

BP 1312.3 - Uniform Complaint Procedures (Attachment C)

It is recommended that the Board approve CSBA Sample As Is.

AR 1312.3 - Uniform Complaint Procedures (Attachment D)

It is recommended that the Board approve CSBA Sample With Revisions.

8.1. July 2015 Manual Maintenance: 5000 Series - Second Reading

Quick Summary:

SECOND READING

It is recommended that the Board approve the July 2015 Manual Maintenance: 5000 Series.

July 2015 Manual Maintenance: 5000 Series

AR 5121 - Grades/Evaluation Of Student Achievement (Attachment A)
Approve CSBA Sample With Revisions

BP 5131.2 - Bullying (Attachment B)
Approve CSBA Sample With Revisions

BP 5148 - Child Care And Development (Attachment C)
Not Applicable - PSD Does Not Have Child Care and Development Programs

BP 5148.2 - Before/After School Programs (Attachment D)
Approve CSBA Sample With Revisions

AR 5148.2 - Before/After School Programs (Attachment E)
Not Applicable - PSD Does Not Have Before/After School Programs

BP 5148.3 - Preschool/Early Childhood Education (Attachment F)
Not Applicable - PSD Does Not Have Preschool/Early Education

AR 5148.3 - Preschool/Early Childhood Education (Attachment G)
Not Applicable - PSD Does Not Have Preschool/Early Education

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:

Nothing at this time

9.b. CSEA (Classified School Employees Association)

Minutes:

Nothing at this time

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 the last Board meeting including: JUHSD/PSD Joint Meeting regarding the Parcel Tax Survey Results; Advisory class at Ingrid B. Lacy - presenter, Meghan Neuberger; meeting to develop Administrative Regulations to accompany BP 5145.11 - Questioning and Apprehension by Law Enforcement; 9/30/15 Board Work Study - LCAP Metrics and Budget Update; Superintendent's Welcome to 2015-16 Administrator/Board Social; Pacific Coast Fog Fest; LSEA/CSEA Welcome to 2015-16 Social at the Surf Spot; Pacifica Collaborative meeting; Meet & Greet with Jerry Hill in Pacifica; SEPAC transition to high school meeting; Outdoor Ed meeting at Sunset Ridge.

Dr. Tukloff shared, in addition to attending many of the same events above, she was able to attend a Lucy Calkins presentation to Bay Area teachers and administrators. She was also asked to attend a smaller meeting following the presentation where participants were able to have a more intimate, deeper conversation with Ms. Calkins. Ms. Calkins later sent a reflection letter back to this group thanking them for their participation and indicating she would be thinking about ways to support our efforts here on the West Coast. Hopefully Ms. Calkins reflections will open up dialog in regards to Teachers College training on the West Coast rather than the current training being given only on the East Coast. Dr. Tukloff also was able to attend the Fog Fest and praised Tom Stafford for his singing of the National Anthem, as well as the District bands that marched and performed in the parade! She is currently visiting all of the sites, and shared her excitement at seeing all of the wonderful things going on at all of the sites.

10. PRESENTATIONS - 7:25 P.M.

10.a. Presentation: Pacifica School Volunteers, Cathy Abel (Goal: Operations) (7:25 p.m.)

Minutes:

The Pacifica School Volunteers has been a valuable asset to the District for the past 15-20 years. This program touches every school through a well organized and focused approach to meeting District needs to ensure student support and achievement. Their Director, Cathy Abel, was present to provide an update on the current status of the organization. Her Power Point presentation can be found attached to this Board Agenda Item on the District's website. Ms. Abel asked everyone to let her know if they come across any grant opportunities or general support that might help to provide consistent support to fund Pacifica School Volunteers. The Board members expressed their appreciation and thanks for all that Pacifica School Volunteers provide to the District.

Quick Summary:
PRESENTATION

11. DISTRICT BUSINESS - 7:35 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, under District Information, Board of Trustees.

11.a. Public Hearing Statement of Assurance for Pupil Textbook and Instructional Materials Incentive Program Resolution No. 2015-10-07-A (Goal: LCAP #2 & #5) (7:35 p.m.)

TimeCertain:
7:35 PM

Motion Passed: It is recommended that the Board approve Resolution No. 2014-10-07-A assuring compliance with Education Code Section 60119 for the adequacy of pupil textbooks and instructional materials for fiscal year 2015-16. Passed with a motion by Mr. Matthew Levie and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Ms. Gould indicated Board Agenda Item 11a is a Public Hearing scheduled to start at 7:35/Time Certain. Due to the fact that a Public Hearing must be held at the posted time or later, Board Item 11a followed Board Items 11b and 11c.

Indicating the time of 7:36 p.m., Ms. Gould opened the public hearing.

Ms. Van Raaphorst indicated the governing board shall hold a public hearing or hearings and shall make a determination, through a resolution, as to whether each pupil in each school in the district has, or will have prior to the end of that fiscal year, sufficient textbooks or instructional materials or both.

At K-8 grades, each teacher has a complete set (or sets) of textbooks for student use. In addition, each year the District purchases new consumable materials (books that students write in and are not reusable) for the math series. Replacements are also purchased when textbooks are damaged or lost.

Quick Summary:
PUBLIC HEARING/ACTION

11.b. Constitution Day (Goals: LCAP #5, #7) (7:40 p.m.)

Minutes:

Dr. Tukloff shared Constitution Day is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. In Pacifica School District our sites observed Constitution Day on September 17, 2015 in various ways as recapped on the Board memorandum that accompanies this Board Agenda Item.

Quick Summary:
INFORMATION

11.c. Revised Job Description: Warehouse Worker/Delivery Driver (Goal: LCAP #1 - Attract & Retain) (7:45 p.m.)

Motion Passed: It is recommended that the Board approve the revised job description for the position of Warehouse Worker/Delivery Driver. Passed with a motion by Ms. Kathy Shiokari and a second by Mr. Matthew Levie.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Dr. Avila indicated, with the addition of the management level position of Child Nutrition Supervisor, it is recommended that the Warehouse Worker/Delivery Driver be supervised and evaluated by the Child Nutrition Supervisor since the duties are more closely related to Child Nutrition. Minor revisions to formatting of the job description are also included in the revisions.

Quick Summary:
ACTION

11.d. Final Teacher Assignments for 2015-2016 (Goal: LCAP #1 - Attract & Retain) (7:50 p.m.)

Minutes:

Dr. Avila shared each year the District acknowledges each of the teachers in their current assignment, listing their name, school site, and respective grade level. He did indicate there continues to be two vacancies: 1) Special Day Class teacher at IBL; and 2) School Psychologist-Counselor at Ocean Shore. We continue to list the unfilled positions on EdJoin and reach out to Institutions of Higher Education.

Quick Summary:
INFORMATION/DISCUSSION

11.e. Resolution No. 2015-10-07-B: Housing and Community Development Buildings (LCAP #3 - Facilities & Maintenance) (7:55 p.m.)

Motion Passed: It is recommended that the Board adopt Resolution No. 2015-10-07-B certifying that housing and community development (HCD)

relocatable buildings are no longer being used for school purposes. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Andrea Gould
Yes Mr. Matthew Levie
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

As reported by Josie Peterson, HCD relocatable buildings are clearly identified with an insignia label. Currently, there are no relocatable buildings with a HCD tag being used in our district for educational purposes.

Quick Summary:
ACTION

11.f. Board Governance: Board Meeting Calendar, Training and Advocacy (Goal: Governance) (8:00 p.m.)

Minutes:

Dr. Tukloff indicated this was a discussion item that really surrounds items generated at the Board Work Study regarding Board Self-Evaluation, on August 19th. For the purpose of this meeting discussion, one item that arose on August 19th is the desire to strengthen Board Communications to the community for setting district direction. Dr. Tukloff shared the Board of Trustees District Business Year-Long Calendar that shows the direction we are headed in relationship to what kind of items are coming before the Board in a certain month. Cabinet continues to update the calendar throughout the year. The calendar includes some things that the District is required to do on an annual basis. The second thing Dr. Tukloff and Ms. Gould added to strengthen Board Communications was to set the District Goals and align them with some of our Board items.

In focusing on District Goals, Ms. Gould asked the Board if perhaps they wanted to focus on one particular goal at each Board meeting. Their discussion landed on the following regular Board meeting months many of which were reflected in the Board of Trustees District Business Year-long Calendar:

LCAP #1 Attract & Retain - Late May/Early June (Staffing based on projected enrollment)

LCAP #2 Common Core Standards - Early February (C & I Update)

LCAP #3 Facilities & Maintenance - April (FMO Update)

LCAP #4 Student Achievement - Late September/Early October

LCAP #5 Broad Course of Study - May (C & I Update)

LCAP #6 Family Engagement - March (Resolution Parent & PEF Appreciation)

LCAP #7 School Climate - November

The next item the Board focused on was Professional Learning/Advocacy. Dr. Tukloff shared the trustees are members of the California School Boards Association (CSBA), and the San Mateo County School Boards Association (SMCSBA). In opting not to attend the CSBA Annual Education Conference in San Diego this year, the incoming Board President is not provided the opportunity to attend the Board President training. Staff can look for other training to help support the incoming Board President. Individual members are encouraged to participate in avenues to strengthen their knowledge regarding education, practices, areas of interest. Dr. Tukloff expressed a need to process those individual interests should a time come when they fall outside of their CSBA or SMCSBA membership. Though the Trustees are CSBA members, that is but one arena in which to seek individual learning or advocacy training.

Ms. Villalobos indicated she would like to join the group representing the Native Americans on School Boards Assn.

Mr. Levie indicated he would like a more detailed Board Work Study to discuss Board Communication. The Board felt one entire work study to discuss this specific item would be required.

Quick Summary:
DISCUSSION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 8:20 P.M.

12.a. July 2015 Manual Maintenance: 4000 Series (First Reading) (Goal: Governance) (8:20 p.m.)

Minutes:

BP 4040 - Mr. Levie requested additional language be added on BP 4040 Page 2, paragraph 3 that would include violence. Currently it appears to only address use of district technology for things of a sexual nature. Staff suggested the District work with County Counsel to provide the proper language. The Board asked that this policy and BP 6163.4 - Student Use of Technology be brought back for 1st Reading on October 28th.

Mr. Levie asked that BP 4131 & BP 4231 be labeled Certificated or Classified.

Mr. Levie indicated AR 4161.8/4261.8/4361.8 were identical. Dr. Avila suggested they be combined into one document.

No other changes were requested.

Quick Summary:
FIRST READING

July 2015 Manual Maintenance - 4000 Series

BP 4040 Employee Use Of Technology (Attachments A & A1)
Approve CSBA Sample As Is

AR 4040 Employee Use of Technology (Attachments B & B1)
Recommended deletion by CSBA

E 4040 Employee Use of Technology (Attachment C)
CSBA Sample Not Applicable

PSD Acceptable Use Policy
Signature Page - Technology Acceptable Use Policy for Employees and
other Non-Student Users

BP 4131 Staff Development (Attachments D & D1)
Approve CSBA Sample As Is

AR 4161.8 Family Care And Medical Leave (Attachments E & E1)
Approve CSBA Sample As Is

AR 4261.8 Family Care And Medical Leave (Attachment F)
Approve CSBA Sample As Is

AR 4361.8 Family Care And Medical Leave (Attachment G)
Approve CSBA Sample As Is

BP 4231 Staff Development (Attachments H & H1)
Approve CSBA Sample As Is

**12.b. July 2015 Manual Maintenance: 6000, 9000 Series (First
Reading) (Goal: Governance) (8:35 p.m.)**

Minutes:

BP 6163.4 - As requested in BP 4040, staff will work with County
Counsel to provide proper language to address violence.

BB 9100 - Organization, the Board requested maintaining Option 2 -
The Board shall each year elect its entire slate of officers. The
Board also requested the "The President shall serve no more than 1
consecutive year in the same office".

No other changes were requested.

Quick Summary:

FIRST READING

July 2015 Manual Maintenance: 6000, 9000 Series

BP 6163.4 - Student Use of Technology (Attachment A)
Use CSBA Sample With Revisions

AR 6163.4 - Student Use of Technology (Attachment B)
Recommend Delete AR 6163.4/Use Exhibit 6163.4

E 6163.4 - Student Use of Technology (Attachment C)
Use PSD With Revisions

Student and Parent Agreement Signature Page AUP 2015 (Attachment C1)

BB 9100 - Organization (Attachment D)
Use CSBA Sample With Revisions

13. FUTURE AGENDA ITEMS - 8:55 P.M.

Minutes:

AR 5145.11 will be brought before the Board on 10/28/15.

Move Single Plan for Student Achievement (SPSA) to 11/18/15

Add Thursday, 11/5/15 Board Work Study - SPSA

Add Tuesday, 11/10/15 Board Work Study on Board Governance: Board Communication

14. ADJOURNMENT - 9:00 P.M.

Minutes:

Ms. Gould adjourned the meeting at 8:47 p.m.

Minutes Approved 10/28/15 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: October 28, 2015, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

- 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. 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

Clerk

Superintendent