



**Pacifica School District
Regular Meeting**
November 18, 2015 7:00 PM
375 Reina Del Mar Avenue
Pacifica, CA 94044

Attendance Taken at 5:59 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 Labor Negotiator

Agency Negotiator: Wendy S. Tukloff, Superintendent

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

4.b. 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 7:07 p.m.

Flag salute was led by K. Shiokari.

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

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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 October 28, 2015

Motion Passed: It is recommended that the Board approve the Minutes of the October 28, 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 agenda for the November 18, 2015 meeting and all consent agenda items. 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

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 November 18, 2015 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the November 18, 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 10/20/15 through 11/3/15 totaling \$379,376.10.

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 Board Agenda Item

Quick Summary:

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

CONSENT/ACTION

8.e. Overnight Field Trip Approval

Quick Summary:

It is recommended that the Board approve the Overnight Field Trips as presented.

CONSENT/ACTION

8.f. Approval of Agreement between PSD and the Edgewood Center for Children and Families

Quick Summary:

It is recommended that the Board approve the agreement between the District and the Edgewood Center for Children and Families.

CONSENT

8.g. July 2015 Manual Maintenance: BP 4040 Employee Use of Technology - Second Reading

Quick Summary:

SECOND READING

It is recommended that the Board approve BP 4040 Employee Use of Technology as presented.
July 2015 Manual Maintenance: BP 4040 Employee Use of TechnologyBP 4040 Employee Use of Technology (Attachment A)
Approve CSBA Sample With Revisions

8.h. BP 6163.4 - Student Use of Technology (Second Reading)

Quick Summary:

It is recommended that the Board approve BP 6163.4 - Student Use of Technology.

SECOND READING/ACTION

8.i. AR 5145.11 Questioning and Apprehension by Law Enforcement - Second Reading

Quick Summary:

SECOND READING

It is recommended that the Board approve AR 5145.11 Questioning and Apprehension by Law Enforcement as presented.

8.j. APRIL 2015 MANUAL MAINTENANCE: BP 5113.1 AND E 5145.6 - SECOND READING

Quick Summary:

SECOND READING

It is recommended that the Board approve the April 2015 Manual Maintenance - BP 5113.1 and E 5145.6 as presented.

April 2015 Manual Maintenance: BP 5113.1 and E 5145.6BP 5113.1 Chronic Absence And Truancy (Attachment A)
Approve CSBA Sample With Revisions

E 5145.6 Parental Notifications (Attachment B)

Approve CSBA Sample With Revisions

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:

Ms. Gina Arguello, Co-President of LSEA, shared they were happy to be back at the negotiating table. She also shared LSEA will be providing the Board with some very exciting teacher presentations in the new year, and they look forward to providing a glimpse into the classroom.

9.b. CSEA (Classified School Employees Association)

Minutes:

Nicole Sayres, Secretary CSEA, shared an update regarding CSEA's Fall Fun Raiser held on Saturday, November 7th at Ortega School. The

event raised \$1,730.50 with a total of 29 vendors! She thanked all of the teachers, support staff, and the Superintendent for attending, and Ms. Shiokari for spreading the word.

9.c. People Wishing to Address the Board

Minutes:

1) Cynthia Skinner, 1st grade teacher at Sunset Ridge, asked that the Board consider changing the date of the District's 2nd Monday of October Professional Development day. Though the District does not celebrate Columbus, she feels there remains some ambiguity/confusion among the students and the parents as to why they have the day off. She proposed the date be changed to the 4th Friday in September, a day declared by Governor Reagan in 1968 as American Indian Day, and 30 years later renamed Native American Day. In January 2013 it was designated as a paid State Holiday.

2) Cynthia Kaufman, past Board Member, asked that the Board consider moving the 2nd Monday of October Professional Development day to another day, perhaps incorporating Indigenous People's Day.

Mr. Levi asked that the Board bring this back up under Future Agenda Items later in the meeting.

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: 11/10/15 Board Work Study; PSD/City meeting about Workforce Housing; Parcel Tax meeting; JUHSD Board meeting where they selected new Trustee Andy Lie; Halloween parades at Ortega School and Linda Mar Education Center; Meet & Greet for John Hashizume; CSEA meeting; Observed Circle Advisory at Ingrid B. Lacy Middle School; Pacifica Collaborative meeting; Meet & Greet for the new owner of the Pacifica Tribune; Ortega Fall Book Fair; Annual Meeting of Governing Board Representatives; Memorial Service for Richard Faust; attended 2-day CAASPP (California Assessment of Student Performance and Progress) training breaking down and analyzing the CAASPP results and what is to come for this year.

Ms. Villalobos indicated she received two letters from members of the community regarding Columbus Day.

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, under District Information, Board of Trustees.

10.a. Single Plan for Student Achievement (SPSA) (Goal: LCAP #4, 5, 6, 7 and Governance)(7:20 p.m.)

Motion Passed: It is recommended that the Board approve the Single Plan for Student Achievement (SPSA) for Cabrillo, Ingrid B. Lacy, Ocean Shore, Ortega, Sunset Ridge, and Vallemar as presented. Passed with a motion by Ms. Kathy Shiokari 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:

Ms. Van Raaphorst shared the Board had a Board Work Study on November 5, 2015 to allow the principals the opportunity to share with the Board what their site's individual SPSAs included. The administrators from each of the schools were present at tonight's meeting should the Board have had any questions/comments for them.

Quick Summary:
DISCUSSION/ACTION

10.b. PSD Behavior and Mental Health Future Service Structure (Goal: LCAP #7 - School Climate)(7:30 p.m.)

Minutes:

Dr. Avila shared a SELPA county-wide shift is occurring to bring the mental health services internally within each school district, thus eliminating the need to utilize outside agencies. The District would continue to utilize the SELPA Educationally Related Mental Health (ERMH) grant monies to fund a portion of an internalized behavioral and mental health service structure. Dr. Avila introduced Ms. Natasha King, SELPA Development Coordinator, who, along with Jennifer Gray and Dr. Avila, presented the Board with a proposed plan for the future PSD Behavior and Mental Health Service Structure. The Power Point presentation can be found attached to this Board Agenda Item on the District's website.

Quick Summary:
PRESENTATION/DISCUSSION

10.c. Oddstad Property Discussion and Presentation by Habitat for Humanity (Goal: LCAP #3- Facilities & Maintenance)(8:00 p.m.)

Minutes:

Ms. Peterson indicated at the August 26th Board meeting a discussion surrounded next steps for the Oddstad Property. Kelly Rem with Lozano Smith provided a presentation to the Board which outlined the history of Oddstad, previous Board actions taken and options for the Board to consider moving forward. The Board expressed interest in moving forward with an informal committee which discussed the options of 1)

Sell or lease all or a portion of the property, and 2) Maintain ownership & the District builds on the property. There have been discussions about the possibility of developing housing for district employees on the property as well as discussions with Habitat for Humanity about a possible project on the property. In addition, the Board attended a meeting on November 12th hosted by the City of Pacifica that included a presentation given by the San Mateo Community College District regarding their workforce housing project.

The subcommittee requested this Board Agenda Item be brought before the Board for a discussion about the information gathered and to get direction so that a consultant might be hired that will be able to support the needs of a possible project.

Smitha Seshadri, from Habitat for Humanity, provided the Board with a presentation covering who they are, the Habitat Greater San Francisco Model, Current Developments, projects in Pre-development, and an overview of the Oddstad Property and the percentage of the property that a Habitat for Humanity project would encompass.

Mike O'Neill, former PSD Board member and current Pacifica City Council member, addressed the Board. He expressed his support for workforce housing similar to the project shared by the San Mateo Community College District at the November 12th presentation.

Sue Beckmeyer, President of CSEA, addressed the Board echoing Mr. O'Neill's support for workforce housing.

Mr. Levie shared that Habitat for Humanity does not have the capacity to develop the entire property, and in fact that is not what they do. If the District becomes the developer of the property, Habitat would be interested in including their project on a portion of the property that would be equivalent to 1-1.5 acres of the 11.38 acre site. Mr. Levie thought both projects (Habitat for Humanity AND workforce housing) could be utilized for this site.

Dr. Tukloff shared the next step would be for the Board to provide direction in finding a consultant that would work with the District in determining the best path for the District to proceed.

Mr. Levie asked for a sense of the Board's desire to pursue workforce housing for the majority of the land, and then to return later down the road to the discussion about Habitat housing. All of the Board members were in favor of pursuing the workforce housing and directed staff to look for a consult that would work toward that goal. The primary focus could be on workforce housing and to possibly work with Habitat for Humanity on a project, as discussed earlier, down the road.

Quick Summary:
PRESENTATION/DISCUSSION

10.d. Certification of First Interim for 2015-2016 and LCAP Alignment (Goal: Governance) (8:30 p.m.)

Motion Passed: It is recommended that the Board of Trustees approve the Positive Certification of the 2015-2016 First Interim Financial

Report for the period July 1, 2015 through October 31, 2015 (Form CI) and authorize its filing with the County Superintendent of Schools. Passed with a motion by Ms. Kathy Shiokari 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. Peterson indicated Pacifica School District's budget is aligned with the LCAP. On September 30th the Board had a Board Work Study on LCAP Goals, Metrics and Preliminary Budget Review. The First Interim Report is a positive certification which means that the District will be able to meet its financial obligations for the current fiscal year and for two fiscal years going forward.

Ms. Peterson proceeded to provide the Board with an analysis of the First Interim Budget and Multiyear Projection. Ms. Peterson's Power Point presentation may be found attached to this Board Agenda Item on the District's website.

Mr. Levie asked when the Child Nutrition Update occurs. He asked that a Board discussion occur in regards to what a reasonable expectation would be in regards to the deficit carried in the Child Nutrition Fund.

Quick Summary:
ACTION

10.e. Certificated Substitute Teacher: Per Diem Rate and School Support Plan (Goal: LCAP #1 - Attract & Retain) (8:45 p.m.)

Motion Passed: It is recommended that the Board increase the certificated substitute teacher short and long term per diem rate based upon a formula that uses the most current PSD certificated salary schedule, step "A/0", Column II, calculating 60% of that salary's per diem rate for the short term per diem rate and 70% for the long term per diem rate. This increase will be effective January 4, 2016. 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

Minutes:

Dr. Avila indicated the certificated substitute per diem rate of pay had not been increased for several years due to the state's economic crisis. At the January 22, 2014 Board meeting, the Board voted to increase the short term per diem rate to \$130 and long term per diem rate to \$145. Since the beginning of the 2015-16 school year, the District continues to face the challenge of recruiting substitute teachers, due largely in part to the statewide epidemic of a shortage of qualified candidates. There also is an ongoing increase of

substitute per diem rates of pay (both short and long term) within the neighboring districts in San Mateo County. After consulting with Leadership Council, staff recommended the following: 1) A formula for staff to utilize on an annual basis to develop the short and long term substitute per diem rate; and 2) Allocation of the per diem rate of the substitute teacher should a K-5/K-8 school have to "cover" for a classroom of a teacher absent due to illness.

Mr. Levie asked for a brief report at the end of this school year that would indicate how effective this has been in increasing our fill rate, and possibly to include what after hours projects, etc. teachers may have added back into their schedules that they may have been holding off doing due to lack of available subs.

Quick Summary:
DISCUSSION/ACTION

10.f. Early Learning Programs Consultant (Goal: LCAP #4 Student Achievement) (8:55 p.m.)

Motion Passed: It is recommended that the Board of Trustees approve a contract with Christine Thorsteinson to provide consulting services to Pacifica School District for Early Learning Programs for the remainder of 2015-2016 school year in an amount not to exceed \$7500. 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:

For several years PSD has secured grant funding to run a Bridges to Success program and Kick-Off to Kindergarten. At this time, this grant funding is no longer available. The total cost of maintaining the key components of these two important programs is about \$50,000 per year. Of this, about \$15,000 would go to Ms. Christine Thorsteinson for coordination, collaboration and consulting. Maintaining this partnership with her would allow PSD to continue to help ensure that students start school in the best way possible and would allow the District to continue to pursue grant funding as it becomes available.

Quick Summary:
ACTION

10.g. Organization Chart Update, 2015-16 (Goal: Operations) (9:05 p.m.)

Minutes:

Dr. Tukloff shared this information item is presented annually to provide a snapshot of the organization of the District. For the 2015-16 School Year the position of Director, Special Projects has been changed to Executive Director, Educational Support Services to better reflect the depth of the duties and responsibilities of this position. She also made note of the sharing of duties between the

Superintendent and the Executive Director as demonstrated by the broken lines around particular areas. The District has been able to elevate a position in Human Resources to personnel specialist , add a fiscal technician for the Business Department, and elevate the Child Nutrition Manager position to a Child Nutrition Supervisor.

Quick Summary:
INFORMATION/DISCUSSION

**10.h. CSBA Nominations for Delegate Assembly (Goal: Governance)
(9:10 p.m.)**

Minutes:
Dr. Tukloff shared CSBA is now accepting nominations for CSBA Delegate Assembly. The deadline for submitting nominations is Thursday, January 7, 2016. To meet the deadline, action to send nominations must occur at the December 9, 2015 meeting.

Quick Summary:
DISCUSSION

10.i. 1st Quarter Report on Interest Earned (GOAL: Governance) (9:15 p.m.)

Minutes:
Ms. Peterson provided the Board with the interest earned during the 1st Quarter of 2015-16.

Quick Summary:
INFORMATION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 9:20 P.M.

11.a. October 2015 Manual Maintenance - 3000 Series (Goal: Governance) (9:20 p.m.)

Minutes:
Though AR 3512 was not listed separately on the agenda within Quick Summary, it was referenced on the Board Memo, and the CSBA Sample and PSD Current policy were attached. No revisions were requested by the Board on the 3000 Series presented.

Quick Summary:
October 2015 Board Policy Manual Maintenance: 3000 Series
FIRST READING

BP 3270 - Sale and Disposal of Books, Equipment and Supplies (A1 & A2)
Use CSBA Policy As Is

AR 3270 - Sale and Disposal of Books, Equipment and Supplies (B1 & B2)
Use CSBA Policy As Is

AR 3311 - Bids (C1 & C2)
Use CSBA Policy As Is

11.b. October 2015 Manual Maintenance - 4000 and 5000 Series (First Reading) (9:30 p.m.)

Minutes:

No changes requested by the Board.

Quick Summary:

FIRST READING

October 2015 Manual Maintenance - 4000 and 5000 Series

AR 4112.23 Special Education Staff (Attachments A & A1)

Approve CSBA Sample As Is

AR 4119.11 4219.11 4319.11 Sexual Harassment (Attachments B & B1)

Approve CSBA Sample As Is

BP 4154 4254 4354 Health and Welfare Benefits (Attachments C, C1, C2 & C3)

Approve CSBA Sample With Revisions

AR 4154 4254 4354 Health and Welfare Benefits (Attachments D, D1, D2 & D3)

Approve CSBA Sample With Revisions

AR 5112.2 Exclusions from Attendance (Attachments E & E1)

Approve CSBA Sample With Revisions

BP 5141.31 Immunizations (Attachments F & F1)

Approve CSBA Sample With Revisions

AR 5141.31 Immunizations (Attachments G & G1)

Approve CSBA Sample As Is

11.c. October 2015 Manual Maintenance - 6000 Series (First Reading) (Goal: Governance) (9:45 p.m.)

Minutes:

No changes requested by the Board.

Quick Summary:

FIRST READING

BP 6141.4 - International Baccalaureate Program (Attachment A)

No Current Policy/Not Applicable

BP 6190 - Evaluation of the Instructional Program (Attachment B)

Use CSBA Sample with Revisions

12. FUTURE AGENDA ITEMS - 9:50 P.M.

Minutes:

Add a Future Topic for Consideration - Discussion/Presentation surrounding Indigenous People's Day

13. ADJOURNMENT - 10:00 P.M.

Minutes:

Ms. Gould adjourned the meeting at 9:42 p.m.

Minutes Approved 12/9/15 – S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: December 9, 2015 Reorganization Meeting, 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