



**Pacifica School District
Regular Meeting**

August 05, 2015 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:06 PM:

Present:

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

Absent:

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 6:07 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 Appointment

Title: Director of Facilities, Maintenance, and Operations

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 7:04 p.m.

Flag salute was led by M. Levie

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

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Ms. Gould indicated the Board met during Closed Session and voted 3-0 to appoint John Hashizume to the position of Director I; Facilities, Maintenance, and Operations.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES

7.a. Approval of the Corrected Minutes of the Regular Meeting of June 3, 2015

Motion Passed: It is recommended that the Board approve the Corrected Minutes of the June 3, 2015 Regular meeting. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Quick Summary:

The Minutes of June 3, 2015 were brought before the Board for approval on June 17, 2015. It was noted at that time that the Minutes did not include the votes for the Action Items in District Business. These Corrected Minutes include those votes.

ACTION

7.b. Approval of the Minutes of Regular Meeting of June 17, 2015

Motion Passed: It is recommended that the Board approve the Minutes of the June 17, 2015 Regular Meeting. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Absent Ms. Kathy Shiokari

Absent 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 August 5, 2015 meeting and all consent agenda items. Passed with a motion by Ms. Elizabeth Bredall and a second by Mr. Matthew Levie.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Absent Ms. Kathy Shiokari

Absent 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 August 5, 2015 Regular meeting

Quick Summary:

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 6/5/15 through 7/24/15 totaling \$1,905,327.59.

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:

CONSENT

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

8.e. Approval of Agreement Between PSD and Edgewood Center for Children and Families

Quick Summary:

CONSENT

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

8.f. AR 5141 Health Care and Emergencies - Second Reading

Quick Summary:

CONSENT

It is recommended that the Board approve CSBA Sample Policy AR 5141 - Health Care and Emergencies as is.

8.g. BP/AR 5144.1 Suspension and Expulsion - Second Reading

Quick Summary:

CONSENT

It is recommended that the Board approve CSBA Sample Policy BP/AR 5144.1 - Suspension and Expulsion as presented.

8.h. April 2015 Manual Maintenance: 0000, 6000 Series

Quick Summary:

SECOND READING

April 2015 Manual Maintenance: 0000, 6000 Series

E 0420.41 - Charter School Oversight (Attachment A)

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

BP 0460 - Local Control and Accountability Plan (Attachment B)

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

AR 0460 - Local Control and Accountability Plan (Attachment C)

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

BP 6170.1 - Transitional Kindergarten (Attachment D)

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

BP 6174 - Education For English Language Learners (Attachment E)

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

AR 6174 - Education For English Language Learners (Attachment F)

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

8.i. April 2015 Manual Maintenance: 3000 Series (Second Reading)

Quick Summary:

It is recommended that the Board approve the April 2015 Manual Maintenance: 3000 Series.
SECOND READING
April 2015 Manual Maintenance: 3000 Series

BP 3312 - Contracts
Approve CSBA Sample As Is

AR 3514.2 - Integrated Pest Management
Approve CSBA Sample As Is

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:
Charlotte Allen, PTO President, Vallemar School, addressed the Board in regards to PTO concerns: 1) Replacement of the play structure for 4th - 6th graders; 2) Outside water fountain; 3) Bathroom in the area of the computer lab; 4) Breakout rooms for small group reading and testing similar to those at Sunset Ridge; 5) Maintenance of the fields - she indicated their field is the only field in the District not sponsored by a sports league; 6) Tether ball poll for the upper grade yard.

Cynthia Kaufman, former PSD Board member and parent of an 8th grader at Ocean Shore, shared as a Board member she worked to find a way to change the way homework happens in the District. She indicated the Board has a really good Homework Policy, and she urged the Board to work to make a shift from mindless homework, to homework that is meaningful.

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: various Parcel Tax meetings; working on PEF's Welcome to Pacifica School District on August 29, 2015; Meet & Greet for State Assemblyman Kevin Mullins.

Mr. Levie wanted to mention there was a settlement between Jefferson Union High School District & Shasta Charter School and hopefully the community will be very happy to see that move forward.

Dr. Tukloff shared that the Parcel Tax survey process by Godbe Research has begun. The community may be getting calls and emails. This is a joint effort with Jefferson Union High School District who is also looking toward a Parcel Tax Renewal. Staff has been busy working to fill a total of 21 open positions over the summer. Staff is working hard to welcome back our employees who are returning after their much deserved summer breaks.

10. DISTRICT BUSINESS - 7:25 P.M.

10.a. Job Description: Custodian II - Maintenance Worker/Groundskeeper (7:25 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for the position of Custodian II - Maintenance Worker/Groundskeeper. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Dr. Avila brought forward a new position - Custodian II; Maintenance Worker/Groundskeeper to ensure the duties and responsibilities of custodians, groundskeepers, and maintenance workers are completed when current employees are not able to come to work.

Quick Summary:

ACTION

10.b. Unrepresented Employees: Revision to the 2014-2017 Compensation Agreement for LSMA (7:30 p.m.)

Motion Passed: It is recommended that the Board revise the Unrepresented Employees Agreement, approved on June 3rd, specifically in the section titled, "Creditable Compensation" to reflect an effective date of July 1, 2014 to allow for identified compensation to be given credit for the 2014-2015 school year. Passed with a motion by Ms. Elizabeth Bredall and a second by Mr. Matthew Levie.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Absent Ms. Kathy Shiokari

Absent Ms. Laverne Villalobos

Minutes:

Dr. Avila indicated staff is recommending to the Board that the Unrepresented Employees Agreement approved by the Board on June 3, 2015 be revised. LSMA had requested that selected creditable compensation be restructured to be considered salary effective June 1, 2015, but failed to recognize that this would not allow creditability for the entirety of the school year, and would only credit the month of June. Due to new CalSTRS regulations, any creditable compensation additions must occur by June 30, 2015. Qualifying creditable compensation would include any existing compensation for advanced service longevity. To be in compliance, any changes must be reflected on the salary schedule, and were so when presented to the Board on June 3, 2015.

Quick Summary:
ACTION

10.c. Resolution No. 2015-08-05-B Change to the San Mateo County Special Education Local Plan Area (SELPA)(7:35 p.m.)

Motion Passed: It is recommended that the Board adopt Resolution No. 2015-08-05-B to approve the change in Local Education Agency Participation in the San Mateo County Special Education Local Plan Area to add the Design Tech High School as a charter member. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

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

Minutes:

The governing board of the SMC Special Education Local Plan Area has recommended for approval a change to the Local Education Agency Participation section of the Local Plan to add the Design Tech High School as a charter member. According to the Local Plan and California Education Code, this change must be approved by the Board of Trustees of each participating Local Education Agency.

Quick Summary:
ACTION

10.d. Resolution No. 2015-08-05-C: Endorsing Attendance Awareness Month (7:40 p.m.)

Motion Passed: It is recommended that the Board of Trustees adopt Resolution No. 2015-08-05-C endorsing September 2015 as Attendance Awareness Month. Passed with a motion by Mr. Matthew Levie and a second by Ms. Elizabeth Bredall.

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

Minutes:

Dr. Avila shared September is the annual Attendance Awareness Month.

Pacifica School District believes that attending school regularly helps children feel better about school and themselves; regular attendance promotes success in school and in life.

Quick Summary:
ACTION

10.e. CSBA Legislative Awards Program (7:45 p.m.)

Minutes:
No nominations were brought forward.

Quick Summary:
DISCUSSION

10.f. 4th Quarter Report on Williams Uniform Complaints (7:50 p.m.)

Minutes:
Ms. Peterson indicated there were no complaints filed with any school in the Pacifica School District during the 4th Quarter (April 1, 2015 - June 30, 2015).

Quick Summary:
INFORMATION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 7:55 P.M.

11.a. AR 1330 - Use of School Facilities - First Reading (7:55 p.m.)

Minutes:
No revisions were requested by the Board.

Quick Summary:
FIRST READING
AR 1330 - Use of School Facilities
Approve CSBA Sample With Revision

11.b. April 2015 Manual Maintenance: 4000, 5000 Series (8:00 p.m.)

Minutes:
No revisions were requested.

Quick Summary:
FIRST READING
April 2015 Manual Maintenance 4000 and 5000 Series

E 4112.9 Employee Notifications (Attachments A & A1)
Approve CSBA Sample As Is

E 4212.9 Employee Notifications (Attachments B & B1)
Approve CSBA Sample As Is

E 4312.9 Employee Notifications (Attachments C & C1)
Approve CSBA Sample As Is

BP 4143 4243 Negotiations/Consultation (Attachments D & D1)
Approve CSBA Sample with Revisions

BP 5111 Admission (Attachments E & E1)
Approve CSBA Sample As Is

AR 5111 Admission (Attachments F & F1)
Approve CSBA Sample with Revisions

BP 5113.1 Chronic Absence And Truancy (Attachments G & G1)
Approve CSBA Sample with Revisions
BP 5126 Awards For Achievement (Attachment H)
No Current PSD Policy - Do Not Adopt this policy

AR 5126 Awards For Achievement (Attachment I)
No Current PSD Policy - Do Not Adopt this policy

BP 5144.4 Required Parental Attendance (Attachment J)
No Current PSD Policy - Do Not Adopt this policy

AR 5144.4 Required Parental Attendance (Attachment K)
No Current PSD Policy - Do Not Adopt this policy

E 5145.6 Parental Notifications (Attachments L & L1)
Approve CSBA Sample with Revisions

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

Minutes:

Add Board Work Study - LCAP Assessment Update on 9/9/15

Mr. Levie requested the Board members be re-lotteried at the beginning of the school year for their school assignments which will then give each Board member a school to partner with for the entire school year.

13. ADJOURNMENT - 8:20 P.M.

Minutes:

Ms. Gould adjourned the meeting at 7:42 p.m.

Minutes Approved 8/26/15 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: June 17, 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